

POLICY 3.3

DUTIES OF THE SECRETARY/TREASURER

ADOPTED: FEBRUARY 1, 2013

REVIEWED: AUGUST 16, 2018

A. DUTIES OF THE SECRETARY/TREASURER OF THE BOARD

1. The Secretary Treasurer of the Board shall cause accurate minutes of each Board meeting to be taken, transcribed and distributed to each Board Member in a timely manner for review prior to approval. The Secretary Treasurer shall maintain properly authenticated official minutes in chronological order. Any of the foregoing responsibilities may be delegated to staff members under the supervision of the Secretary Treasurer.
2. The Secretary Treasurer of the Board shall assure that accurate accounting and financial records are maintained by the District.
3. The Secretary Treasurer shall annually review the District's financial audit with District personnel prior to submitting the audit to the balance of the Board. The Secretary Treasurer shall send copies of the audit to state or local agencies requiring its submission.