Policy Title: **SECRETARY'S ROLE**

The Secretary is elected by the Board of Trustees.

- The Secretary is designated as the official custodian of all official records of the District. The Secretary may delegate the day-to-day maintenance of the custody of the records to the President of the College but may not delegate the responsibility.
- The Secretary shall sign all official documents and contracts on behalf of the District as required by law and the Board of Trustees, and shall sign all contracts for public construction in the District if the estimated cost exceeds $25,000.
- The Secretary shall maintain a record and the official minutes of all meetings of the Board.
- Where a function is assigned to the clerk of a governmental unit, and the District is designated as one of such governmental units, such function shall be performed by the Secretary.
- On or before the first Monday in March, or within thirty (30) days of the date on which a vacancy on the Board occurs, the Secretary shall notify each member of the Appointment Committee, each governing body having a member on the Appointment Committee and the Board of the vacancy or of terms of office which will expire during the year.
- Annually by October 31 of each year, or within ten (10) days after receipt of the equalized valuations from the Department of Revenue, whichever is later, the Secretary shall file with the clerk of each city, village, and town, any part of which is located in the District, a certified statement showing the amount of the levy and the proportionate amount of the tax to be spread upon the tax rolls for collection in each city, village, and town.
- In the absence of both the Chairperson and the Vice Chairperson, the Secretary shall call the District Board meeting to order and shall serve as Chairperson while the Board elects a Chairperson Pro Tempore.

Adopted: 05/09/95
Reviewed: 01/24/95, 08/13/08, 08/21/12, 07/14/14, 08/16/16, 09/18/18, 10/18/22
Revised: 01/24/95