

Mendocino Unified School District

Bylaws of the Board

Secretary

The Superintendent, acting as secretary to the Governing Board, shall have the following duties:

1. Prepare and maintain the Board agenda.
2. Prepare and maintain the Board minutes.

Legal Reference:
EDUCATION CODE
[35025](#) Secretary and bookkeeper

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| <p>Board Bylaw 9122 Adopted by Board 10/17/02</p> |
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3. Maintain Board records and documents.
4. Submit to Board officers the correspondence addressed to them.
5. Other duties as assigned by the Board.