



**SOUTHWESTERN ILLINOIS COLLEGE
DISTRICT 522**

BOARD POLICY

TITLE:	Position Description - Secretary
CODE:	2006
DATE ADOPTED:	March 1991
DATE REVIEWED:	Feb 2020
DATE AMENDED:	April 2020

The Secretary to the Board of Trustees shall:

1. Assist the President and the Chairperson of the Board of Trustees in preparing an agenda for regular and special meetings of the Board.
2. Insure maintenance of an authentic record of the proceedings of the regular and special Board meetings.
3. Preserve pertinent documents of the College.
4. Authenticate by his/her signature records, documents, agreements and grants.
5. Carry on official correspondence for the Board.
6. Assume responsibilities for all regular and special elections.
7. Advise the Board of Trustees as to outside meetings, conferences, and other activities that would aid its members in the performance of their duties and responsibilities as Board members.
8. Serve at the pleasure of the Board of Trustees.