

## **Bylaws of the Board**

### **Duties of the Secretary**

The secretary shall have the following duties and responsibilities:

1. Perform the functions of the Chairperson in the absences of both the Chairperson and the Vice-Chairperson.
2. Keep the minutes of the meeting in the absence of the Board of Education Clerk.
3. Conduct correspondence referred to him/her by the Board of Education and provide copies to the Board of Education Clerk and the Superintendent of Schools.
4. To provide copies of Board of Education policies to new members.
5. Perform other responsibilities as directed by the Board of Education or Chair.

Legal Reference: Connecticut General Statutes

10-218 Officer. Meetings.

10-224 Duties of secretary.

10-225 Salaries of secretary and attendance officers.