

BOARD SECRETARY JOB DESCRIPTION

TITLE: Board Secretary

QUALIFICATIONS: Such qualifications as the board may find appropriate and acceptable.

REPORTS TO: Board President

JOB GOAL: To serve as the legal secretary for the school corporation.

PERFORMANCE RESPONSIBILITIES:

Meetings/Minutes

1. Attend all meetings of the board.
2. Keep full and accurate minutes of all meetings of the board. (Ch. 291.6) (Policies 206.3, 211.8, 213, 218)
3. Send a copy of such minutes to each member of the board at least three days prior to the next regular meeting of the board.
4. In the event both the president and vice-president are absent, the secretary shall serve as temporary chairman for the purpose of selecting a president pro-tempore.

Notices/Publications

5. Give public notice of all meetings and work sessions of the board. Call special meetings and work sessions of the board at the request of a majority of the board. (Ch. 279.2) (Policies 211.3, 211.4, 211.5, 212)
6. Publish the minutes following each board meeting in accordance with the Iowa Code. Maintain a database of minutes of the board. (Ch. 279.35) (Policy 218)
7. Publish at least once monthly a schedule of bills approved by the board in accordance with the Iowa Code. (Ch. 279.35) (Policies 218, 707.3)
8. Annually publish the listing of salaries paid to individuals regularly employed by the district. (Ch. 279.35) (Policy 707.3)
9. Publish the proposed budget and public hearing information at least ten days prior to the public hearing. File the adopted and certified budget with the county auditor and other proper authorities by April 15. (Policy 703.1)

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10. Publish legal notices concerning district business.

Records/Reports

11. Preserve and maintain the records and documents pertaining to the business of the district. (Ch. 291.6) (Policy 206.3)
12. File the Certified Annual Report (CAR) with the director of the department of education. (Ch. 291.10) (Policy 206.3)

Elections

13. Keep a record of all regular or special elections. (Ch. 291.6) (Policy 206.3)
14. Arrange for all board of director's elections with the County Commissioner of Elections (county auditor). (Policy 201)
15. Process nomination papers for all board of director's elections. Accept nomination papers for filing until 5:00 p.m. on the last day of filing. (Ch. 260C.15) (Policy 201)
16. Administer the oath of office to newly-elected board members. (Policy 202.2)
17. If a vacancy or vacancies occur among the elective officers or members of a school board and the remaining members of the board have not filled the vacancy within thirty days after the vacancy occurs, or when the board is reduced below a quorum, the secretary of the board shall call a special election to fill the vacancy or vacancies. (Ch. 279.7) (Policy 202.4)

Policy

18. Update the board policy manual as changes or additions are made, and distribute these updates to appropriate personnel and agencies. (Policy 210.3)

Financial/Investments

19. Compile the expenses of board members and bring them to the attention of the board in the same manner as any other claim of the school district. (Policy 219.3)
20. Keep an accurate accounting record of each payment or electronic funds transfer from each fund, which shall be provided monthly to the board of directors. (Ch. 291.6) (Policy 206.3)

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21. File monthly financial reports with the board of directors. (Ch. 291.7) (Policy 707.1)
22. Countersign checks and present a bill list to the board for audit and payment. (Ch. 291.6, 291.8) (Policy 206.3, 705.5)
23. In conjunction with the board treasurer and the director of business affairs, oversee the investment portfolio, coordinate the financial records, the financial reports, the cash flow needs and the investment portfolio of the school district. (Policies 206.4, 704.3)
24. Annually prepare and present to the board a resolution stating the name, location, and maximum deposit amount of the financial depository institutions to serve as the official school district depositories. Include the resolution in the minutes of the meeting. (Policy 701.2)
25. Obtain and present affidavits from depository banks at the annual meeting of the board. Prepare the Treasurer's Annual Report for the district treasurer. (Ch. 279.33, 291.6) (Policy 206.4, 211.1)
26. If the treasurer is unable or unwilling to carry out the duties required, it shall be the responsibility of the board secretary and the director of business affairs to carry out the duties of the treasurer. (Policy 206.4)
27. Issue anticipatory warrants when authorized. (Policy 705.6)

General

28. Take the oath of office at the meeting at which the individual was appointed or no later than ten days thereafter. (Policy 206.3)
29. Annually report the name and address of the president, secretary, and treasurer of the board to the director of the department of education, county auditor, and the county treasurer. (Ch. 291.11)
30. Call to the attention of the board legal requirements in those matters for which the secretary is responsible.
31. Sign documents as board secretary as required. Affix the board president's signature by stamp or other mechanical means on contracts under \$10,000, and other contracts and agreements. (Policy 206.1R1)
32. Attend local and state meetings to keep current with job responsibilities.

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- 33. Maintain proficiency in operation of computer software (including word processing, spreadsheet, and database), calculators, copiers, and facsimile machines.
- 34. Work with and provide requested information to the district's auditors in conjunction with preparation of the district's Comprehensive Annual Financial Report.
- 35. Perform such other duties as may from time to time be required by the board of directors, the superintendent, or the law.

TERMS OF EMPLOYMENT: Twelve month year. Salary and work year to be established by the board.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed and agreed to by: \_\_\_\_\_ Date: \_\_\_\_\_

(This job description contains only measurable performance responsibilities.)

Approved: September 24, 1990

Reviewed: May 9, 2016

Revised: April 24, 2017