

## **B. Charter Board Governance and Operations**

### **Policy B-104: Duties of the Secretary**

#### **Background**

In accordance with the Valhalla School Foundations Bylaws, the Board must elect a Secretary at its organizational meeting.

#### **Policy**

The Secretary of the Valhalla School Foundation will be responsible to the Charter Board for the integrity of all Board documents including the Charter, Bylaws, policies, minutes, correspondence, and reports, and will act as Chair of the Human Resources Committee.

#### **Guidelines**

With the approval of the Charter Board, the duties of the Secretary may be delegated.

#### **Administrative Procedures**

1. The Secretary of the Board will attend all meetings of the Charter Board and cause minutes to be kept, recording all the motions and votes undertaken during the meetings. The Secretary will ensure the minutes are available within fourteen (14) days after the Minutes of public meetings have been approved by the Board at their next scheduled meeting.
2. The Secretary will see that all notices are duly given in accordance with the provisions of the Bylaws or as required by law, and will perform such other duties as may be assigned by the Chair or by the Charter Board.

<i>Approved (B-104):</i>	<i>December 11, 2014</i>
<i>Revised:</i>	
<i>Due for Revision:</i>	<i>December 2019</i>
<i>Legal References:</i>	<i>The School Act (116)</i> <i>Valhalla School Foundation By-Laws</i>