

Title: DUTIES OF THE SECRETARY

Policy: BAI

NEW SHOREHAM SCHOOL COMMITTEE  
BLOCK ISLAND SCHOOL

The Secretary shall be elected by the School Committee at the annual meeting. The term of office of the Secretary shall be one year. The Secretary shall perform the duties of the Chairperson in the Chairperson's absence or if the Chairperson is unable to fulfill the duties of his/her office. The Secretary will also perform the following:

1. Take minutes in the absence of the Clerk;
2. Sign checks.

Adopted: 9/20/99

*New Shoreham School District, Block Island School*