

The Secretary of the Board of Education shall be elected by the Board of Education and shall serve for one (1) year or until the next organizational meeting. The Superintendent of Schools normally holds this office as a part of his/her position.

The Secretary shall perform or delegate, as allowed by law, the following duties:

Record the minutes of all proceedings of the Board of Education.

Send all notices and communications required by the Board.

Attend to the payment of all bills approved by the Board.

Sign, together with the President, all orders legally drawn upon the Township Treasurer for monies to be disbursed by the school district.

Prepare Board meeting agendas and provide them, along with a copy of the prior meeting minutes, to Board members before the next Board meeting.

Keep a true and correct record of all transactions of the Board of Education in regular and special meetings, including reports presented.

Perform all other duties that may be required by law or by action of the Board.

If the Secretary of the Board of Education is absent from any meeting or unable to perform his/her duties, a Secretary pro tem shall be appointed who shall then exercise the authority of the Secretary.

Legal Reference: 105 ILCS 5/10-14

Policy adopted: August 29, 1978

BOARD OF EDUCATION, School Dist. 101, Western Springs, IL

Policy revised: April 13, 1981

BOARD OF EDUCATION, School Dist. 101, Western Springs, IL

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BOARD OF EDUCATION, School Dist. 101, Western Springs, IL

Policy revised: April 20, 2009

BOARD OF EDUCATION, School Dist. 101, Western Springs, IL