

**Palouse Prairie Charter School**

**THE BOARD OF DIRECTORS**

**1220**

Clerk

The clerk of the Board shall have such duties as prescribed by the Board and the School Director . The clerk of the Board shall attend all meetings of the Board, unless excused by the Chair, and keep an accurate record of the proceedings, and shall enter in said record all matters required by law, or by the Board, so to be entered. The clerk shall have custody of the records, books, and documents of the Board. In the absence or inability of the clerk to attend a Board meeting, the Board will designate a person to serve as temporary clerk for the meeting. The temporary clerk shall keep the record of the proceedings of the Board and certify the same to the clerk.

The clerk will make the preparations required for the notice and conduct of all stakeholder appointments of Board Members.

The role of Clerk may be performed by the elected Board Secretary.

Legal reference: I.C. § 33-508      Duties of Clerk

Policy History:

Adopted on: 1/23/2017

Revised on: