Bylaws of the Board

CLERK

The duties of the clerk shall be to:

1. Certify or attest to actions taken by the Board when required.
2. Maintain such other records or reports as required by law.
3. Sign the minutes of the Board meetings following their approval.
4. Sign documents as directed by the Board on behalf of the district, and sign all other items which require the signature of the clerk.
5. Serve as presiding officer in the absence of the president and vice president.
7. Perform any other duties assigned by the Board, such as delivering Wooch.een notes.

(cf. 9120 - Officers and Auxiliary Personnel)

Legal Reference:
ALASKA STATUTES
14.14.070 Organization of school board
14.14.020 Bond required

SITKA SCHOOL DISTRICT
Adoption Date: October 10, 1995
Revision Date: