

Bylaws of the Board

Recording Secretary/Clerk

The Board of Education shall hire an individual who will serve as Recording Secretary.

The Recording Secretary/Clerk shall be responsible for accurate records of the proceedings of the Board; and for the preservation of reports of committees and communications addressed to the Board, reports of the Chairperson/President, reports of the Superintendent, and noticing of all meetings.

Legal Reference: Connecticut General Statutes

10-218 Officers.

10-224 Duties of secretary.

10-225 Salaries of secretary and attendance officers.

Adopted: 4/10/12