

SECRETARY

General Responsibilities

The County Superintendent of Schools is ex officio secretary and executive officer of the County Board of Education. He/she shall attend all meetings of the County Board and be granted the privilege of taking part in its deliberations.

The power of the County Superintendent at the County Board meetings shall be initiatory and executory. He/she shall act both as a professional advisor to the County Board in the formulation of policies and as an executor of the policies adopted by the County Board.

As executive officer of the County Board, the County Superintendent shall be expected to:

1. Guide the County Board on compliance with various requirements of state laws and regulations;
2. Keep the County Board and the public informed on the status of the educational programs and services of the County Office;
3. Make recommendations for change and improvement as he/she believes desirable for the welfare of the county education programs offered by the County Board;
4. Inform the County Board on educational developments that have a bearing on the policies of the County Board;
5. Manage the County Office of Education programs efficiently and honestly;
6. Present all matters of County Board policy to the County Board for its approval.

The County Superintendent shall nominate a staff member who shall carry out the duties of the County Superintendent in the event of his/her absence or indisposition.

Duties of the Secretary

The County Superintendent, acting as secretary of the County Board, shall have the following duties:

1. In consultation with the County Board president, prepare and handle the County Board agenda;
2. Prepare the County Board minutes for County Board approval;
3. Handle and care for all County Office of Education and County Board records and documents;
4. Submit to the president of the County Board all correspondence addressed to the president or to the County Board.

Legal Reference:

EDUCATION CODE

1010 *Ex officio secretary*

35025 *Secretary and bookkeeper*

Bylaw adopted: September 16, 1991

Revised: August 18, 1997