



## **BOARD POLICY**

**Subject: Board of Trustees**  
**Series 208: Secretary - Duties**

The Secretary shall be appointed at the organizational meeting of the Board of Trustees. The Secretary shall not be selected from Board membership. The Secretary shall give bond as prescribed by law. The term of appointment shall be for one year. He/She shall qualify within ten days following appointment. The duties of the Secretary shall be pursuant to the Code of Iowa.

The duties of the Secretary will be:

1. File and preserve copies of official reports made to the State Department and papers transmitted to the Secretary pertaining to the business of the corporation.
2. Keep a complete record of all proceedings of the meetings of the Board and keep on file as the permanent official record of the corporation.
3. Act as custodian of the minutes and make them available to any citizen desiring to examine them during usual office hours.
4. Keep a record of regular or special elections.
5. Keep an accurate account of all Board of Trustee bills and present them to the Board for audit and approval for payment.
6. When necessary countersign all warrants and drafts upon the county treasurers drawn or signed by the Chair. Draw warrants for claims allowed by the Board, countersign and keep a record of them.
7. Report to the State Department, county auditors, and the county treasurers, the name of the Chair, the Secretary, and the Treasurer of the Board as soon as practicable after each officer has qualified.
8. Call to the attention of the Board legal requirements in those matters for which the Secretary is responsible.
9. Cooperate with the control commissioner of elections in all regular and special school elections.
10. Handle legal advertisements.
11. When necessary countersign all interest bearing bonds issued.
12. In the event both the Chair and Vice-Chair are absent, serve as temporary chairperson while the Board selects a Chair (pro-temporal).
13. Perform such other duties as may be required by the Board of Trustees, Chair, or by law.

The Secretary of the Board of Trustees shall cause to be kept and preserved, according to the schedule below, all records herewith listed.

| <b>Type of Record</b>   | <b>Length of Preservation</b> |
|---|-------------------------------|
| 1. Secretary's financial records  | Permanently                   |
| 2. Treasurer's financial records  | Permanently                   |
| 3. Minutes of the Board of Trustees   | Permanently                   |
| 4. Pollbooks  | Permanently                   |
| 5. Bonds and bond coupons   | Permanently                   |
| 6. Annual budget  | Permanently                   |
| 7. Annual audit reports   | Permanently                   |
| 8. Record of payment of judgments against Area Education unit                                   | Twenty years                  |
| 9. Written contracts  | Ten years                     |
| 10. Canceled warrants, check stubs, bank statements, bills, invoices, and other related records | Five years                    |
| 11. Annual financial report   | Permanently                   |
| 12. Minutes of the Audit Committee  | Permanently                   |

Date of Adoption: 08-11-66

Date of Revision: 11-08-18

Date of Review: 12-13-18

Legal Reference (Code of Iowa):

Chapter 260C.42

Chapter 291.2, .6, .7, .8, .10, .11

Related Administrative Rules and Regulations: