



DUTIES OF THE SECRETARY
(School Committee Governance & By Laws)

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1. The Secretary shall be responsible for the recording of the minutes of all Committee meetings. A stenographer may be employed by the School District to record information to be contained in the minutes.
2. In the absence of the Secretary, the Chair shall appoint a Secretary pro-tem from the committee membership.
3. The secretary, in conjunction with the superintendent and the chair, shall set the School Committee agenda.

Legal Reference: cf. MGL Ch.00, Sec.00

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