



INTERNAL BOARD POLICIES: Duties and Responsibilities

Officers, Duties: Secretary-Treasurer

The Superintendent of Schools shall serve as secretary-treasurer to the Board. As secretary-treasurer, his/her duties shall be:

1. To have complete charge of proper maintenance, filing and storage of documents and records of the Board
2. To post and issue written notices as required bylaw, and notify all Board members of Board meetings
3. To attend all Board meetings and meetings of all the committees except when his/her own tenure, salary, or the administration of his/her office are under consideration. In case of incapacitation, the Superintendent shall appoint an alternate and notify the president of the Board.
4. To prepare the agenda for each Board meeting
5. To record minutes of the meetings of the Board
6. To conduct and sign the correspondence of the Board
7. To prepare and submit all official Board documents
8. To sign and execute all official papers on behalf of the Board when the signature of the Board members is not required
9. To compile and present information useful to the Board in making decisions and in keeping informed on the progress of the school system.

Legal Reference: Annotated Code of Maryland, Education Article  
§4-102 County Superintendent  
§4-204 Administration of office of county  
Superintendent; general duties  
§4-205 Powers and Duties of County Superintendent

Policy  
Adopted: 4/13/72  
Revised: 5/22/07

Board of Education of Baltimore County