

**Cochise College  
District Board Policy**

**Category: Governance  
Policy Number: 203  
Title: Board Secretary's Role**

The Board Secretary is elected by the District Board at its January meeting, to serve for a period of one year. The Secretary is the official custodian of all records of the District. The Secretary's responsibilities include but are not limited to the following:

- a. The Secretary shall maintain a record and the official minutes of all meetings of the Board.
- b. The Secretary shall ensure that copies of the minutes of the previous meeting of the Board as well as an agenda for the next scheduled meeting of the Board are distributed to all Board members prior to the next scheduled meeting.
- c. The Secretary may delegate the day-to-day maintenance of the custody of records and assign duties pertaining to the recording of minutes of meetings and the distribution of the meeting agenda to a College employee approved by the President.

In the absence of the Chairperson, the Secretary shall preside over the meetings of the Board.