Forrest M. Bird Charter Schools No. 487

THE BOARD OF DIRECTORS **1220**

Duties of the Secretary/Clerk

The secretary/clerk of the Board shall have such duties as prescribed by the Bylaws or, to the extent consistent with the Bylaws, the duties and authority prescribed in a resolution of the Board or by direction of an officer authorized by the Board to prescribe the duties and authority of other officers. The clerk of the Board shall attend all meetings of the Board, unless excused by the Chair, keep an accurate record of the proceedings, and enter in said record all matters required by law or by the Board so to be entered. The clerk shall have custody of the records, books, and documents of the Board. In the absence or inability of the clerk to attend a Board meeting, the Board will designate a person to serve as temporary clerk for the meeting. The temporary clerk shall keep the record of the proceedings of the Board and certify the same to the clerk.

Legal Reference: I.C. 30-30-621 Required Officers
I.C. § 30-30-622 Duties and Authority of Officers

Policy History:
Adopted on: December 11, 2018
Revised on: August 25, 2025