

Sec. 19-399-11. Duties of secretary

The secretary shall keep the minutes and records of the board, and with the assistance of such staff as is available, shall prepare the agenda of regular and special meetings under the direction of the chairman, provide notice of all meetings to board members as least one week prior to the meeting, attend to the correspondence of the board, and such other duties as are normally carried out by the secretary. The secretary shall be a member of the board.

(Effective May 21, 1982)