

**TRI-PAR PARK & RECREATION DISTRICT
POLICY & PROCEDURE**

ITEM 3.2.5 JOB DESCRIPTION – BOARD SECRETARY

The Secretary of the Board of Trustees is selected by an election among the nine (9) Trustees according to HB 1857 and the District Bylaws, Section 5.

RESPONSIBILITIES: Shall be the custodian of the official records of the District, including minutes of all Trustee meetings and actions. Shall sign documents on behalf of the District. Shall serve as, or arrange for, Recording Secretary for Board meetings

DUTIES:

1. Assure that a recording secretary is present for all meetings and that minutes are taken.
2. Follow approved procedure (Item 5.32) for preparation and distribution of minutes.
3. Present the minutes, and any correspondence, at the regular board meetings.
4. Prepare agendas for workshops and board meetings in cooperation with Park Manager and Board Chair. Post notices of meetings and agendas as required by Sunshine laws.
5. Work closely with Park Manager and assist with correspondence and office matters pertaining to the Board of Trustees.
6. Assure that minutes of all meetings are properly maintained and filed.
7. Countersign checks in the event Chair, First Vice Chair and Second Vice Chair are not available.

Approved 1/3/17; Bd Revised 4-20-21