

BOARD OF TRUSTEES
Series 200

Policy Title: CLERK

Code: 202.4

The clerk of the Board of Trustees shall have such duties as shall be prescribed by the board. He/she shall attend all meetings of the Board of Trustees, shall keep the record of proceedings and shall enter into said record all matters required by law, or by the board, so to be entered; and said record shall be open to inspection by any person at all reasonable times.

When the clerk does not attend a meeting of the Board of Trustees, the board shall appoint some person, who as temporary clerk, shall keep the record of the proceedings of the board and certify the same to the clerk, to be entered by him/her.

Whenever in the judgment of the Board of Trustees it is deemed prudent to do so, the clerk may be placed under a fidelity bond, in the manner of Section 33-509 I.C. in such amount as the Board of Trustees shall determine.

Date of Adoption:
April 20, 1998
Readopted: 7/19/99, 7/19/04

Legal Reference:
Section 33-508 I.C.

Related Reference: