

## **Chancellor as Secretary to the Board**

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**2211**

The Chancellor will be Secretary to the Board and in such capacity perform the following duties:

1. have prepared and distributed Board meeting materials in accordance with the regulations of the Ralph M. Brown Act;
2. have prepared for adoption minutes of Board meetings;
3. maintain a file of minutes and exhibit of documents;
4. attend all Board meetings;
5. attend all Board committee meetings except the personnel closed session to consider the contract of the Chancellor;
6. sign, where legally possible, all documents which otherwise would require the signature of a Clerk of the Board;
7. perform all other duties outlined in the Education Code.

Approved 11/7/70  
Amended 5/1/95