

[GP10] Duties of the Secretary

The Vice-President is the Secretary of the Board. The Secretary of the Board will ensure that official Board documents are properly archived.

The following documents are considered official Board documents.

1. The organization's charter, letters patent, and by-laws,
2. Board policy,
3. Minutes of the meetings of the Board of Directors,
4. Minutes of Class Representative meetings,
5. Board monthly reconciliation statements,
6. CEO semester reports,
7. Audited financial statements, and
8. Official Board correspondence conveying a Board decision, request, position, or action.

Approved: 05/24

Reviewed:

Modified: 04/25
