

**TEMECULA VALLEY CHARTER SCHOOL
Board Policy**

Section 2000 Governing Board

2011 CLERK

Board Action: APPROVED

Effective Date: 8-20-15

At the annual organizational meeting, the Board of Directors shall appoint a Clerk to assist the Board Secretary and the Board of the Directors with its recordkeeping duties.

The duties of the clerk shall be to:

1. Prepare certifications or attestations for execution by the Board Secretary as to actions taken by the Board of Directors when required.
2. Maintain such other records or reports as required by law.
3. Prepare the agendas of the Board of Directors under the direction of the Board President and Executive Director/Principal.
4. Prepare the minutes of the Board meetings for approval by the Board and for signature by the Board Secretary.
5. Prepare documents for signature as directed by the Board of Directors on behalf of the school, and sign all other items which require the signature of the clerk.
6. Perform any other duties assigned by the Board of Directors.