

Northeast Community College Board Policy Manual

Governance Process Policy Policy Number: GP - 06

Role of the Board Secretary

The Board Secretary is an officer of the Board whose purpose is to ensure the integrity of the Board's documents.

1. The assigned result of the Board Secretary's job is to see to it that all Board documents and filings are accurate and timely.
 - 1.1. Policies will be current in their reflection of Board decisions. Decisions upon which no subsequent decisions are to be based, such as Required Approvals Agenda decisions, motions to adjourn, and staff or Board member recognitions need not be placed in policy.
 - 1.2. The format of policies will rigorously follow Policy Governance® principles.
 - 1.3. Regulations and laws necessary for legal compliance and for consistency with the principles of Policy Governance® will be made known to the Board.
 - 1.4. Minutes will be an accurate record of Board decisions and due diligence, in an appropriate format and degree of brevity.
 - 1.4.1. Minutes shall record the manner and the time of the publication of the meeting notice and the manner of communicating the availability of the agenda and its known subjects.
 - 1.4.2. Minutes will record the names of Board members present or absent.
 - 1.4.3. The minutes shall be a public record open to inspection by the public upon request during normal business hours.
 - 1.5. Forwarding to interested persons and persons nominated by current Board members a questionnaire to complete and submit for consideration in filling a Board vacancy.
 - 1.5.1. Accept only questionnaires which are submitted by the Board-determined deadline.
 - 1.5.2. Forwarding questionnaires received by the published deadline to the Board appointed Search Committee.
 - 1.6. Filing with the State Secretary the name(s) of individual(s) appointed to fill any vacancy on the Board of Governors.

2. The authority of the Board Secretary is access to, and control over, Board documents, the authority to make any reasonable interpretation of this policy, and the use of administrative staff time consistent with the President's interpretation of a reasonable amount for administrative support around the Secretary's role.
 - 2.1. The Board may appoint a Recording Secretary to assist with the work required of the Office. The Board Secretary remains accountable for compliance with this policy.

Effective Date: 12/09/2021

Original Adoption Date: 12/09/2021

Revision Date: none

Rescinded Date: none