

CLERK

At the annual organizational meeting, the Board of Trustees shall elect a clerk from its own membership. (Education Code 35143)

The duties of the clerk shall be to:

1. Certify or attest to actions taken by the Board when required
2. Maintain such other records or reports as required by law
3. Serve as presiding officer in the absence of the president and vice president
4. Notify Board Members and members-elect of the date and time of the annual organization meeting
5. Perform any other duties assigned by the Board