

## TRUMBULL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

Policy

Section 2.12

### DUTIES OF THE RECORDING SECRETARY

1. The Recording Secretary shall keep a complete and correct record:
  - a. of all resolutions and meetings of the board, including a complete statement of approved expenditures and resolutions acted upon;
  - b. of any committee the Chairperson of the Board request the Secretary to attend.
2. File a certified copy of the Board minutes in the Office of the Administrator.
3. Provide each member of the Board with a copy of the minutes, including a complete statement of approved expenditures and resolutions acted upon.
4. The recording secretary of the Board shall report to Board members and the Board on attendance of Board members at the minimum number of meetings per year, required in-service training, and removal of members. The President or Vice-President of the Board shall assume this role should the member in question be the recording secretary.
5. Perform such other duties as may be delegated either by the Chairperson of the Board or assigned by the Board.

Adopted 06/24/85

Revised 04/28/93

10/27/97

Updated 7/24/2012