ADMINISTRATIVE SECRETARY

The Board shall have the authority to employ an administrative secretary to the Board.

See following page for procedure.

Note: adoption date is unknown
Reformatted April 29, 2010

Western Wyoming Community College
ADMINISTRATIVE SECRETARY

The Board shall have the authority to employ an administrative secretary to the Board. The duties of the administrative secretary shall include the following:

- Attend all meetings of the Board and keep a record of all proceedings.
- Maintain a Board calendar to include all items which have been requested on a future agenda, all unfinished business, and all items which should be subject to annual or periodic review by the Board.
- Assist the Board President in preparation of meeting agendas.
- Mail agendas, minutes, administrative memorandums, and any other materials which should be reviewed by the Board prior to meeting.
- Perform other duties as assigned by the College/Board President.

The administrative secretary is directly responsible to the College President.

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Reformatted April 29, 2010