

Policy Title: **SECRETARY'S ROLE**

The Secretary is designated as the official custodian of all official records of the College.

- The Secretary of the Board or the Vice-Chairperson shall attend the meetings of the Board and shall monitor the accuracy of the recording of its proceedings. The Secretary will also monitor that all minutes of regular and special meetings are published in accordance with Section 38.12(4) of the 1971 Wisconsin Statutes. This person shall sign all tax levy statements as provided in Chapter 38.16(1) Laws of 1971.
- The Secretary, by affixing his/her signature, shall attest formally to the legitimacy of Board documents.
- The Secretary and Chairperson are empowered and shall sign public construction contracts as defined by Wisconsin Statutes Chapter 62.15.
- In the event that the Secretary cannot attend a meeting, the Vice-Chairperson shall perform those duties.

**Adopted:** July 11, 2011

**Reviewed:** September 17, 2012; September 15, 2014; September 19, 2016; September 17, 2018

**Revised:** October 15, 2012