

SECRETARY TO THE BOARD CHARTER

BACKGROUND

- 1) In accordance with the Regulations, the Chief Executive Officer shall fulfill the role of Secretary to the Board.

DUTIES AND RESPONSIBILITIES

- 2) The Secretary to the Board shall:
 - a) Coordinate meetings, agendas, schedules and presentations for both Board and committee meetings in a manner consistent with the Brown Act;
 - b) Maintain minutes of Board and committee meetings;
 - c) Sign minutes upon approval of the Board;
 - d) Sign subpoenas; and
 - e) Carry out such other functions and duties as may be prescribed by the Board.

POLICY REVIEW AND HISTORY

- 3) This charter shall be reviewed at least every five years.
- 4) This charter was:
 - a) Adopted by the Board on November 14, 2001.
 - b) Amended on June 23, 2004; April 13, 2016; August 11, 2021; and April 13, 2022.