

**CLERK**

The Board of Directors (Board) shall elect a clerk from its own membership at the annual organizational meeting.

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. Sign documents on behalf of the school as directed by the Board
4. Serve as presiding officer in the absence of the president and vice president
5. Notify board members and members-elect of the date and time for the annual organizational meeting
6. Perform any other duties assigned by the Board