

CURRAN-GARDNER TOWNSHIPS PUBLIC WATER DISTRICT

BOARD SECRETARY

The Curran-Gardner Townships Public Water District Secretary of the Board is the person who is responsible for documenting the monthly Board meetings, official recordkeeper of the meeting records, manages the disclosure register of the Board and other duties set forth herein

The Secretary is appointed by the Chairman of the Board and the Board of Trustees

The Secretary is responsible for documenting the monthly board meetings and special meetings, and preparing minutes therefore, which shall include discussions and deliberations carried out during such meetings, recording the resolutions of the Board and voting results and retaining them in a special and organized register. Such minutes shall be signed by the secretary, chairman and the attending members.

The minutes of the meeting must at least include the following: Date, times on which such meeting commenced and concluded.

Names of the attendees and any reservations they expressed (if any).
Discussions and deliberations were carried out during such meetings.
Resolutions of the Board and voting results.

The Secretary of the Board must ensure that all reports submitted to the Board or prepared by it have been retained, including but not limited to monthly and special meetings. The Secretary must provide the Board members with all information needed in the course of their work.
Meeting agenda and related documents and information.

Any additional information related to the topics included in the agenda items, requested by any Board member.

A copy of previous minutes of the Board's meetings as well as the information and documents related to the District.

Copies of all meeting minutes and related documents are to be retained at the District office.

The Secretary shall present the draft minutes to the Board members to provide their feedback before the vote for approval at the next meeting.

The Secretary shall provide assistance and advice to Board members.

The Secretary shall manage the disclosure register of the Board as per the disclosure requirements stipulated in the State Board of Elections.