

Madison College



Policy #1207

Board Secretary's Role

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Responsible office(s)	District Board
Keywords	Secretary; District Board

POLICY PURPOSE

Describes the role of the Madison College District Board Secretary

SCOPE

This policy applies to Madison College District Board Secretary

DEFINITIONS

POLICY STATEMENT

The Secretary is elected by the District Board whose purpose is to ensure the integrity of the Board's documents.

1. The assigned result of the Secretary's job is to see to it that all Board documents and filings are accurate and timely.
 - a. Policies will be current in their reflection of Board decisions. Decisions upon which no subsequent decisions are to be based, such as consent agenda decisions, motions to adjourn, and staff or Board member recognitions, need not be placed in policy.
 - b. Policies will rigorously follow Policy Governance principles.
 - c. By laws elements necessary for legal compliance and for consistency with the principles of Policy Governance will be known to the Board.
 - d. Requirements for format, brevity, and accuracy of Board minutes will be known to the CEO.

LINKS TO STATE/FEDERAL REGULATIONS

SUPPORTING DOCUMENTS

RELATED POLICIES

REVISIONS

1/20/2026..... Formatted to ensure highest level of accessibility