

SUBJECT: DUTIES OF THE CLERK OF THE BOARD

- a) The Clerk of the Board of Cooperative Educational Services shall be appointed by the Board at its Annual Organizational Meeting and shall perform the duties prescribed by Education Law and the Regulations of the Commissioner of Education.
- b) All official records and proceedings of the Board of Cooperative Educational Services shall be recorded and kept by the Clerk of the Board.
- c) The Clerk shall, in addition:
 - 1. Attend all meetings of the Board;
 - 2. Be responsible for full and accurate minutes of the meetings of the Board;
 - 3. Give notice of all special meetings of the Board;
 - 4. Make arrangements for and be responsible for the details of the Annual Meeting;
 - 5. Conduct the Organizational Meeting until a President and Vice President are sworn in.

The Clerk of the Board shall serve for a period of one year.

Education Law Sections 1950(4)(j) and 2130
Public Officers Law Section 104

Adopted: 7/10/02