

**OFFICIAL DUTIES - SECRETARY**

1. The Secretary of the Eastford Board of Education (the “Board”) shall keep minutes or cause minutes to be kept of all meetings of the Board and shall cause copies of such minutes to be forwarded to each member of the Board.
2. In accordance with the Connecticut General Statutes, the Board Secretary shall cause a copy of the minutes of all Board meetings to be placed on file in the Board Office and posted on the Board’s internet web site, if available, no later than seven (7) days after the date on which the Board shall have met. Such minutes will be available for public inspection, except that such minutes will not be termed “official minutes” until approved by the Board at a duly convened meeting of the Board.
3. The Board Secretary shall also make provision that members of the Board are notified of all regular and special meetings.
4. The Board Secretary shall attend to the official correspondence of the Board.
5. The Board Secretary shall submit to the Town at its annual meetings a report of the doings of the Board.

Legal Reference:

Connecticut General Statutes

1-225	Meetings of government agencies to be public. Recording of votes. Schedule and agenda of certain meetings to be filed and posted on web sites. Notice of special meetings. Executive sessions
7-3	Warning of town and other meetings
7-4	Record of warning
10-224	Duties of the Secretary
10-225	Salaries of secretary and attendance officers

**Bylaw adopted: 4/14/22**