

## VENTURA COUNTY BOARD OF EDUCATION

**BOARD POLICY NO. 9122**

**ADOPTED: 02/24/97**

**CLASSIFICATION: Board Bylaws**

**REVISED:**

**SUBJECT: Official Duties**

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### DUTIES OF EX-OFFICIO SECRETARY/EXECUTIVE OFFICER

**GENERAL RESPONSIBILITIES:** The Superintendent is ex-officio Secretary and Executive Officer of the Board. He/she shall attend all public meetings of the Board and be granted the privilege of taking part in its deliberations.

The power of the Superintendent shall be initiatory and executory. He/she shall act both as a professional advisor to the Board in the formulation of policies and as an executor of the policies adopted by the Board.

As Executive Officer of the Board, the Superintendent shall be expected to:

Guide the Board on compliance with various requirement of state laws and regulations.

Make recommendation to the Board as he/she believes desirable for the welfare of the Office.

Inform the Board on developments that have a bearing on the policies of the Board.

Manage the county school program efficiently and honestly.

Present all appropriate matters of policy to the Board for its approval.

The Superintendent shall nominate a staff member who shall carry out the duties of the Superintendent in the event of his/her absence or indisposition and shall serve as a major representative of the Board to the public.

The Superintendent, acting as ex-officio Secretary of the Board, shall have the following duties:

1. Prepare and maintain, at the direction of the Board, a master calendar of Board activities.
2. Prepare and present reports and information necessary for the conduct of scheduled and specified items of business for all special and regular Board meetings.
3. Prepare the Board agenda.

4. Be responsible for the reproduction and distribution of the agenda for each meeting of the Board.
5. Be responsible for the recording, preparation and distribution of the Minutes of each meeting of the Board.
6. Act as professional advisor for and executor of Board adopted policies.
7. Guide the Board on compliance with various requirements of federal/state laws and regulations.
8. Maintain Board records and documents.
9. Submit to the Board President or members, as appropriate, correspondence addressed to them.

Legal Reference:

EDUCATION CODE

1040 et seq. Article 2. Duties and responsibilities, County boards of education

1240 et seq. Article 2. Duties, responsibilities, general powers, county superintendent

35160, et seq. Article 4. Powers and duties

TITLE 5, CALIFORNIA CODE OF REGULATIONS

17260 et seq.

72 Ops. Ca. Atty. Gen. 25 (1989)

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