

Secretary

The Secretary shall attend all meetings of the Board and cause to be kept a complete record of all votes and acts of the Board. In addition, the Secretary shall promptly furnish or cause to be furnished a copy of the minutes of each regular meeting or special meeting of the Board to all members of the Board. He/she shall record or cause to be recorded all calls for meeting of the Board and notification to the media. He/she shall keep or cause to be kept a record in a separate book of the names of the Board members, the dates of their election, the length of their terms, and the date of expiration of their terms, and a file of all reports and minutes of committees of the Board. The Secretary shall keep or cause to be kept a current and complete record and text of the policies of the Board and publish the same from time to time as directed by the Board. He/she shall furnish or cause to be furnished to all members of the Board and the Lake Land community changes or amendments to Board policies. He/she will perform all other duties required by the Illinois Community College Act, including but not limited to accepting nomination papers filed by candidates for the office of Trustee, petitions signed by registered voters and certifying minutes according to the latest edition of Robert's Rules of Order and the Open Meetings Act.