



Policy Type: Governance  
Policy Title: Secretary’s Role  
Policy Number: 1.9  
Office Responsible: Board, Secretary and CEO  
Related Policies: 1.3, 1.5, 1.6, and 1.7  
Related Procedures: N/A  
Related Laws: Michigan Community College Act  
HLC Criterion: 2A, 2B, 2C

**Policy Statement**

The Secretary shall:

- Be a duly elected member of the Board.
- Work with the CEO’s office to ensure that all Board meetings are properly noticed as required by the Michigan Open Meetings Act.
- Work with CEO’s office to produce minutes for all Board meetings and sign the Board-approved minutes of all Board meetings.
- Work with the CEO’s office to maintain Board records and documents.
- Work with the CEO’s office to ensure appropriate information and public documents are available on the College’s webpage.
- Preside as the Board Chair at any Board meeting in the event both the Board Chair and the Vice Chair are unable to serve.
- Perform other duties as may be prescribed by law or authorized and directed by the Board.

**Change Log**

Date of Change	Description of Change	Responsible Party
6/5/80	Initial Approval	
12/15/87	Reviewed	
2/25/88	Revised	
4/17/18	Revised; referenced in former Policy 1.3.3	Board