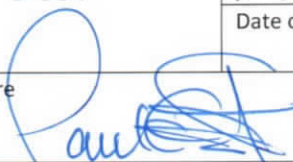


SUNSET EMPIRE TRANSPORTATION DISTRICT BOARD OF COMMISSIONERS DUTIES OF THE SECRETARY-TREASURER	Policy # B-304	Effective Date: <i>March 28, 2013</i>
	Signature 	Date of Last Review

Policy:

1. The Secretary-Treasurer of the Board through the Executive Director, or his/her designee, shall cause accurate minutes of each board meeting to be taken, transcribed, and distributed to each board member in a timely manner for review prior to approval and shall maintain properly authenticated official minutes in chronological order.
2. The Secretary-Treasurer shall countersign all minutes, contracts, and other official documents as necessary.
3. The Secretary/Treasurer shall preside in the absence of both the Chair and the Vice-Chair.