


<b>SUNSET EMPIRE TRANSPORTATION DISTRICT BOARD OF COMMISSIONERS</b>  <b>DUTIES OF THE CLERK OF THE BOARD</b>	Policy # <b>B-305</b>	Effective Date: <i>March 28, 2013</i>
	Signature 	Date of Last Review

**POLICY:**

1. The Clerk of the Board shall be the Executive Director whose duties, either personally or through a designee, will include, but not be limited to, the following:
  - a. Respond directly to routine correspondence;
  - b. Handle correspondence of special interest to the Board by a draft reply for Board consideration; or seek instruction for a reply from the Board, if necessary;
  - c. Prepare the agenda with advice of the Chair, including the addition of any unfinished business;
  - d. Call to the attention of the Board the legal requirements concerning those matters for which the District is responsible;
  - e. Draft policies as requested by the Board;
  - f. Attend all Board meetings;
  - g. Provide notice of Board meetings in accordance with the Public Meetings Law.
2. Together with the Board Policy Committee, coordinate the maintenance and update of the District's Board Policy manual.