

## Secretary - Duties

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The Superintendent of Schools shall act also as Secretary of the School Board and shall serve as executive officer of the School Board.

As secretary he/she shall:

- Attend all meetings and keep minutes of the same
- Prepare and distribute in advance minutes of previous meetings for approval at scheduled meetings
- Distribute notices of all regular and special meetings to Board members and the administration and inform the general public

### **Legal References:**

[\*Marsh v. Hanover, 113 NH 667 \(1973\) and\*](#)  
[\*Atherton v. Concord, 109 NH 164 \(1968\)\*](#)