



Governance Process	Ends
Board-President Delegation	Executive Limitations

BOARD OF TRUSTEES POLICY
Policy Type: Governance Process
Policy Title: Role of the Board Secretary
Policy Number: GP – 06
Date Adopted: 06/08/20
Version: 1.0
Date Last Reviewed: 06/08/20
Office Responsible: President’s
Reviewing Committee: Board of Trustees

The Jackson College Board of Trustees Secretary is an officer of the Board whose purpose is to ensure the integrity of the Board’s documents.

1. The assigned result of the Board Secretary’s job is to see to it that all Board documents and filings are accurate and timely.
 - 1.1. Policies will be current in their reflection of Board decisions. Decisions upon which no subsequent decisions are to be based, such as Required Approvals Agenda decisions, motions to adjourn, and staff or Trustee recognitions need not be placed in policy.
 - 1.2. The format of policies will rigorously follow Policy Governance® principles.
 - 1.3. Regulations and laws necessary for legal compliance and for consistency with the principles of Policy Governance® will be made known to the Board.
 - 1.4. Meeting minutes will be an accurate record of Board decisions and due diligence, in an appropriate format and degree of brevity.
 - 1.5. The authority of the Board Secretary is access to, and control over, Board documents, the authority to make any reasonable interpretation of this policy, and the reasonable use of administrative staff time.
 - 1.5.1. The Board may appoint an Assistant to the Board Secretary to assist with the work required of the Office. The Board Secretary remains accountable for compliance with this policy.

Date Of Change	Version	Description of Change	Responsible Party
06.08.20	1.0	First release following Policy Governance consulting work.	Chief of Staff