

Minutes Clerk Duties

The Millwood Board of Education has established the following duties for the minutes clerk of the Board.

1. Attend all regular and special meetings of the Board and keep an accurate journal of the proceedings thereof;
2. List the approved encumbrances in the minutes of the Board meetings.
3. Furnish requesting newspapers in the county with copies of tentative minutes;
4. The minutes clerk is responsible for posting all Board meeting agendas and public notices.
5. Perform such other duties as required by the Board.

The minutes clerk will post a surety bond in the amount of \$1,000.00 before discharging any duties as minutes clerk.