

DUTIES OF THE BOARD SECRETARY

Code **BBABC**

Issued **12/10/76**

Revised **4/8/92:4/9/97**

Constitutional and Statutory Provisions:

The State Superintendent of Education shall serve as secretary and administrative officer to the State Board of Education. (See §59-3-30(1)(7) and §59-5-10, South Carolina Code.) *"The official seal of the State Superintendent of Education shall be used for the authentication of the acts of the Board."* (See §59-5-40, South Carolina Code.) *"The secretary shall be custodian of the records, papers, and effects of the Board and shall keep the minutes of its proceedings. Such records, papers, and minutes shall be kept in the office of the State Superintendent of Education and shall be open to inspection by the public."* (See §59-5-50, South Carolina Code.)

State Board Rule:

The Secretary shall assume those duties incumbent upon his/her office, and as detailed in the statutes. In the absence of the Secretary, (s)he shall provide a representative from the State Department of Education to act as Secretary.

The State Superintendent of Education shall be designated as the Secretary and Administrative Officer to the State Board of Vocational Education.

The State Superintendent shall notify members of the press of Board meetings.

The State Superintendent shall, in consultation with the Chair, prepare an agenda for each regular meeting of the Board at least two weeks prior to the meeting.