

Yamhill Fire Protection District

District Policies, Procedures, & SOG's

MISSION

*Yamhill Fire Protection District is dedicated to
serve and protect our community*

District Policies

ADMINISTRATIVE

ADMIN – 112

Duties of the Secretary

Issued: January 11, 2005

Revised: January 14, 2014

DUTIES OF THE SECRETARY

The Secretary of the Board shall cause accurate minutes of each Board meeting to be taken, transcribed, and distributed to each Board Member in a timely manner for review prior to approval.

The Secretary shall maintain properly authenticated official minutes in chronological order. This responsibility may be delegated to the Chief Executive Officer.

The Secretary may authorize reimbursement approval and sign checks, at any one meeting of the Board of Directors, in the absence of the Treasurer, if the Board approved.