



Policy B-104 Duties of the Secretary

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POLICY

The Secretary of Foundations for the Future Charter Academy (FFCA) will be responsible to the Charter Board for the integrity of all Board documents including the Charter, Bylaws, policies, minutes, correspondence, and reports.

BACKGROUND

In accordance with the FFCA Bylaws, the Charter Board must elect a Secretary at its organizational meeting.

<i>Due for review:</i>	2015/2016 academic year
<i>Reviewed:</i>	Sept. 15, 2010
<i>Revised:</i>	March 9, 2006
<i>Approved:</i>	April 26, 2001
<i>Legal reference:</i>	<i>School Act</i> , Section 116
<i>Cross reference:</i>	FFCA Bylaws: Article VIII, Section 4