

**BOARD OF EDUCATION  
CLERK**

The clerk will be elected annually at the first meeting after the board election as prescribed by law. The clerk will keep a record of all meetings of the board, and other business of the board in such fashion as the board will prescribe.

The board may authorize an assistant, to-wit, to assist the clerk in the performance of duties, since usually a secretary does transcribe the action of the board during the course of its meetings, although the clerk would ultimately be responsible for the documentation of the same.