

Clerk of the Board Duties

The clerk of the board shall attend all meetings of the board; shall keep an accurate journal of its proceedings; and shall have the care and custody of the records, books, and documents of the board. The records of the board shall, at all reasonable times, be open for and available to public inspection. The clerk shall countersign all warrants drawn upon the treasurer by order of the board and shall keep an accurate account of all monies paid to the treasurer for the account of said board. Before entering upon the discharge of these duties, the clerk shall furnish a corporate surety bond in an amount fixed by the board, to be approved and paid by the board.