

1.060

Recorder

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The secretary of the Board may request that the College President designate a person, as the official recorder who shall be the official custodian of the records of the College and shall perform all duties required by the Board and all duties hereinbefore or hereinafter provided in these rules. It shall be the duty of the recorder to record, or cause to be recorded in a book provided for that purpose, the proceedings of the Board and to index the same. The recorder shall also attest all public acts of the College, affix thereto, when necessary, the seal of the College, and prepare and serve, or cause to be prepared and served on the members in due time, notices of all regular and special meetings of the Board. The recorder shall be the custodian of the official historical records and seal of the College.

Date of Adoption: June 12, 2008

References: ARS 39-121