The board of education has established the following duties for the minutes clerk:

1. Attend all meetings of the board and keep an accurate journal of the proceedings thereof;
2. Furnish requesting newspapers in the county with copies of tentative minutes;
3. Perform such other duties as required by the board of education.

The minutes clerk will post a surety bond in the amount of $1,000.00 before discharging any duties as minutes clerk.

REFERENCE: 70 O.S. §5-119

NOTE: Board of education members cannot serve as minutes clerk. Superintendents, principals, instructors, or teachers employed by the board may not serve as minutes clerk.