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powers and authority of and be subject to all the restrictions upon the Chairman.

- c. be the custodian of the official documents, correspondence, and proceedings of the Board and its Committees;
- d. be the custodian of the Board's seal and authenticate the acts of the Board by attesting to and affixing an imprint of the seal to official records of the Board when it is proper to do so;
- e. attend and keep accurate minutes of all meetings of the Board and its Committees;
- f. prepare and distribute reports and communications for and on behalf of the Board; and
- g. perform such functions and have such other duties and responsibilities as the Board may assign and as are customary to assist the Board in the discharge of its official duties.

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