

Lincoln Public Library Board  
POLICY MANUAL

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SECTION:	BOARD BY-LAWS	INDEX: A-6
TOPIC:	Terms of Reference for the Secretary-Treasurer of the Board	PAGE: 1 of 1
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The Chief Executive Officer shall act as the Secretary-Treasurer of the Board.

The Secretary-Treasurer shall:

1. Keep minutes of every Board and committee meeting
2. Conduct the Board's official correspondence
3. Receive and account for all the Board's money
4. **Open an account or accounts in the name of the Board in a chartered bank, trust company or credit union approved by the Board (No Library Board Account – Town Account only)**
5. **Deposit all money received on the Board's behalf to the credit of that account or accounts**
6. Disburse the money as the Board directs
7. Act as signing officer with the Chair or Vice Chair of the Board
8. Keep all financial records and accounts as required by the Board or designate of the Board
9. Certain of the above duties may be delegated to other staff whom shall be under the direction of the Secretary-Treasurer/CEO and/or the Director of Finance of the Corporation of the Town of Lincoln.