

**Lincoln Public Library Board
POLICY MANUAL**

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DATE:	May 2001	REVISED: June 2007, May 2011 REVIEWED: February 2017

The Chief Executive Officer shall act as the Secretary-Treasurer of the Board.

The Secretary-Treasurer shall:

1. Ensure that minutes of every Board and committee meeting are taken and retained.
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.
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 who shall be under the direction of the Secretary-Treasurer/CEO and/or the Director of Finance of the Corporation of the Town of Lincoln.