

**Category: Council Operating Procedures - 5000**

**Policy: Secretary - 5009**

The Board will biennially elect one of its members to serve as its secretary.

The ESUCC Secretary may sign contracts or any other instruments, which the ESUCC Board has authorized to be executed and in general perform all duties incident to the office of ESUCC Secretary and such duties as may be prescribed by the ESUCC Board.

Adopted on: October 9, 2014

Reviewed on: