



Lakeview Academy Board of Trustees Assistant Secretary Position

Lakeview Academy would like to hire a part time board assistant secretary to work 20 hours a month. This position would report to the secretary and help with the following:

- Keep the minutes of Board Meetings and Board Committee Meetings
- Custodian of Lakeview Academy Board records, and legal documents
- Keep record of contracts and agreements
- Post meeting notices according to the Utah Open Meeting Law
- Notify USCSB of newly appointed or elected board members