

**A RESOLUTION**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE CITY OF GRIFFIN, GEORGIA, DESIGNATING TERESA A. WATSON, AS ASSISTANT SECRETARY TO THE CITY OF GRIFFIN BOARD OF COMMISSIONERS: ESTABLISHING THE DUTIES OF SAID OFFICE; AND FOR OTHER PURPOSES.**

**BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CITY OF GRIFFIN, GEORGIA,** that Teresa A. Watson, is hereby appointed to the office of Assistant Secretary to the Board of Commissioners, to serve at the pleasure of this Board. Upon taking the oath of office, the Assistant Secretary shall perform the duties and undertake to perform all responsibilities imposed thereon under the Charter of the City of Griffin, Georgia, Section 2.13.

**BE IT FURTHER RESOLVED,** that the duties for Assistant Secretary include: serving as assistant secretary to the Board of Commissioners and Secretary to the Board of Commissioners, attending all meetings, the recording of minutes of proceedings, serving as custodian of all public records and the seal of the city, and other such duties as assigned by the commission by ordinance or resolution.

**BE IT FURTHER RESOLVED,** that the compensation for said position is hereby set to coincide with compensation as Executive Secretary to the City Manager.

**SO RESOLVED,** this 12<sup>th</sup> day of January 2016.

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Chairperson, City of Griffin Commission

ATTEST:

(CITY SEAL)

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Kenny L. Smith, Secretary

