





to the members; (2) prepare and distribute agenda; (3) attend Board meetings; (4) make, record, and retain complete records and minutes of all official actions of the Board and its committees; and (5) maintain all other deeds, contracts, books, documents, and records of the Board and its committees. The Secretary is custodian of the corporate seal.

The head of the System Office of Counsel is appointed by the Chancellor with the approval of the Board. The head of the System Office of Counsel represents the System in legal matters and is responsible for the delivery of all System legal services, its three campuses and related organizations, including the conduct and resolution of litigation, the prosecution and settlement of all claims, and for the legal review of all significant transactions. To fulfill these responsibilities, the head of the System Office of Counsel, staff, organizes, and manages the Office of Counsel for the University of Alabama System, which is comprised of attorneys and support staff strategically located throughout the System. The head of the System Office of Counsel maintains and manages all engagements of outside counsel performing legal services for the campuses of the System.