

Position Description

Secretary

(Approved: April 6, 2010)

The Secretary shall keep the minutes of all meetings of the Board of Directors and the minutes of all meetings of the Association; the Secretary shall have charge of such records and files as the Board of Directors shall direct and shall perform all duties incident to the Office of Secretary.

The Secretary will submit a copy of "Unapproved Minutes" to all Board Members and Office Staff within five to seven days after each meeting. Ensures that copies of "Unapproved Minutes" are placed in information stands throughout the Community and a sufficient number of the "Unapproved Minutes" are available prior to the next HOA meeting.

The Secretary shall coordinate with the Office Manager in the following:

- The Agenda for the next HOA meeting will be placed in the information stands a minimum of three days prior to that meeting. The "Open Forum Rules" will be copied to the back side of the Agenda.
- Contacting the applicable outlets for community-wide notice of the HOA meeting.
- Mailing or delivering a notice of each annual or special meeting within the time period specified in Section 3.03 of the By-Laws stating the purpose thereof as well as the date, time and place of the meeting to each Owner of record. The mailing or delivery of such notice to each Owner shall be considered notice served.
- Production and distribution of the Newsletter.

Other duties as assigned.