

Hunter's Glen Homeowners Association, Inc. Policies and Procedures			
Title: Secretary Job Description	DOCUMENT NUMBER:	EFFECTIVE DATE:	PAGE 1 OF
REVISION NO.:	SUPERSEDES / DATE:	APPROVAL 2: (signature / date)	APPROVAL 3: (signature / date)
ORIGINATOR:	APPROVAL 1: (signature / date)		

Job Description—Secretary

General

- Take notes and produce meeting minutes for meetings
- Be responsible for recording and archiving important association documents such as rules, policies, resolutions and ballots
- As a board member the secretary should expect to volunteer for other tasks and projects as they come up. Distributing the load among all board members and other volunteers helps to keep tasks manageable for everyone

Bi-monthly

Ensure that copies of each of the following and other important documents and placed in to the secretary's files and those files are kept up to date:

- Regular meeting minutes
- Resolutions
- Policies
- Copies of all newsletters. We should have a copy of every newsletter we've ever published

TITLE:			DOCUMENT NUMBER:
REVISION NO.:	SUPERSEDES / DATE:	EFFECTIVE DATE:	PAGE 2 OF

- A copy of every association mailing, including letters, ballots, etc
- Other important documents

Other

As each important new resolution and policy is passed and printed in final form, provide copies to Board members and instruct them to place them into the policy section of the Directors' binder. This will ensure that important policies will not become lost and forgotten by future Boards.

Assist the president in arranging the annual meeting.

Work with the president to prepare to the new board the new roster of board members and officers, including addresses, phone numbers, and e-mail addresses.

After new committees are appointed, prepare a new roster of committee members and distribute to Board. Work with the President to prepare and distribute to all residents a new updated list of Board and committee contacts, phone numbers, and e-mail addresses.

Secretary's Inventory

The Secretary is responsible for maintaining a complete set of association records. The secretary-elect will coordinate with the outgoing secretary to transfer these items and records:

- Original Articles of Incorporation, by-laws, and covenants
- Minutes of board meetings
- All newsletters we have ever published
- Copies of all letters and notices we have ever sent to members
- Copies of some correspondence. This may include letters to individual members, vendors, etc.; this may not be a complete file as the President will also have files. Occasionally a letter may be given to the secretary by the president to file
- Applicable keys

TITLE:			DOCUMENT NUMBER:
REVISION NO.:	SUPERSEDES / DATE:	EFFECTIVE DATE:	PAGE 3 OF

Some of these records, particularly newsletter and notices, are kept as a form of insurance—to establish that we have met legal requirements of notice for certain issues that we may be compelled to prove some day. Please keep records and folders neat and organized for the next secretary.