

# Myerlee Circle Condominium Association

## Job Description: Board Secretary

The Secretary is identified as a Corporate Officer. Powers and Duties as defined in Exhibit "C" to Second Amended and Restated Declaration of Condominium (Second Amended and Restated Bylaws) Page 13 of 21, states the following:

"The Secretary shall keep the minutes of all proceedings of the Directors and the Members. He shall attend to the giving and serving of all notices to the Members and Directors and other notices required by law. He shall have custody of the seal of the Association and affix the same to instruments requiring a seal when duly signed. He shall keep and have custody of the records of the Association, except those of the Treasurer. He shall perform all other duties incident to the office of Secretary of the Association and as may be required by the Directors or the President."

**The following is a summary of duties:**

- Ensure Minutes are Taken and Distributed
  - Post Board Minutes monthly
  - Distribute minutes to all Board Members
  - File monthly minutes and monthly financials
- Prepare, post, and distribute monthly Board Meeting Agenda
- Update all Bulletin Boards with appropriate & required information
- Maintain and Update Residence Information
  - Update Emergency Information on all owners and renters (stored in association office)
  - Update owners' Key List
  - Update owners' mailing labels
- Publish & Update the Yearly Community Directory
  - Submit demographic information on new owners
- Primary Liaison with publisher of the Newsletter.
- Document and distribute all notices to Members and Directors as required by law
- Organize the Annual Meeting
  - Work with Board members to Complete Annual Meeting Questionnaire for Legal Council
  - Review Notice Package for Annual Meeting
  - Organize mailings for the First and Second Notice for owners
  - Identify, organize, and train an Impartial Committee to assist owners with registration, verify and count legal documents submitted by owners

- File all documents submitted by owners and maintain for one year, per legal requirements
  - Complete and submit the Client Information Form to Legal Council
- Monitor and distribute Board emails, and association wide emails as needed
- Supervise and communicate with website host and service provider
- Evaluate office equipment & supplies, order as needed or board approved
- Maintain all Records of the Association except for financial records
- Work with Treasurer to record 55+ community requirements
- Perform all other duties incident to the office of Secretary of the Association as may be required by the Directors or the President.
- Interface with service providers for work needed to maintain the computer and printer/copier.