

The Ridge at Rock Creek Homeowners Association

Secretary Duties

Purpose

- To record the minutes of all meetings of the HOA
- To distribute meeting minutes in a timely manner to HOA Board members and to other designated personnel and locations
- To provide other administrative support to Board members as directed by the HOA President

Responsibilities

Board, Annual and Special Meetings

- Prepare, with input from the President, and distribute the agenda and Notice of Meeting.
- Email a copy of the minutes to the Board President and, upon his/her approval, distribute to all Board members via email. Have three copies of the minutes printed:
 - One copy to be filed in the permanent Board Meeting Minutes book.
 - Two copies for distribution to any Board members who are unable to access minutes via email.
- Any corrections to the minutes made at the Board meeting will be reflected in the minutes of the following month
- At the Board meeting prior to the Annual meeting, obtain three copies of the Treasurer's Report – one for the Board Minutes, one for the Annual Meeting Minutes, and one for filing in the Minutes notebook.

General Administrative

- Arrange for a substitute to take meeting minutes when the HOA Secretary is not able to do so.
- Maintain an approved copy of the HOA Articles of Incorporation, Bylaws and Declaration. If there are any changes, prepare copies of updated pages for each member's notebook. Record with the county registrar as necessary.
- Maintain a file of all HOA records in a permanent Minutes Book and make this book available for reference at Annual, Board and Special Meetings.
- Create and sign, at the direction of either the President or the HOA Board, HOA correspondence.
- At the President's direction, prior to each HOA Board meeting, make and distribute to each Board member copies of the agenda and any other documentation.

- Maintain the HOA Board of Directors list with names, addresses, phone numbers and email addresses.
- Provide this list to the Communications Chair for review and posting on the HOA website.
- Copy the following records for the year to a CD for backup and historical records (to be maintained in the Secretary's files):
 - All meeting minutes
 - Board member year-end reports
 - Current job descriptions, duties and responsibilities
 - Current Articles of Incorporation, Bylaws and Declaration
 - Year-end financial reports
- Represent the HOA as a liaison to a committee, as assigned by the President
- Maintain the Secretary notebook and complete all updating prior to delivery to successor in office.
- Be available, as convenient and necessary, to assist in the transition of the office to the new Secretary.