

Officer Position: Secretary

Term: 1 year, Runs from Organizational Meeting through the next Organizational Meeting (even if unable to run for another term, or not voted in as the Secretary at the Organization Meeting).

Performs all defined Director Duties and Functions plus the following actions.

Duties and Functions

- Attends all scheduled meetings of the Board of Directors. Monthly meetings take place on the first Tuesday of the month. Workshop meetings are scheduled in between as needed
- Notice all Official meetings of the Fairview Estates Association (Where a quorum of Directors is present)
- In coordination with the Community Association Manager (CAM), formally notice the Annual meeting typically held in February. Insure that all required documents are prepared and signed accordingly to insure meeting validity
- Take formal notes at all attended meetings. Accurately record all motions inclusive of who initiated the motion, who seconded the motion then formalize the recorded vote. Transcribe these notes into an acceptable minute format creating a draft document that is sent to the Board members for review within 5 days of a respective meeting
- Oversee the editing process of the draft minutes documents enabling a final draft to be made available to the Association membership for their review within 10 days after the respective meeting
- At the next Official meeting, the minutes document content is formalized and approved. A final signed and dated copy of the approved minutes are provided to the CAM for the official records and a copy is maintained in the Secretary's record book
- The presiding Secretary takes notes at the Organizational Meeting even though they may not be the new Secretary the following year. Their responsibility to the Association is to assure a smooth transition to the incoming new Secretary
- Implements and oversees all Association elections that require the creation and collection of written ballots. The Secretary and a designated observer create, oversee, collect, count, announce and record the results of all written ballot elections
- Approximately 90 days prior to the Annual meeting, the Secretary determines the number of positions for Director are to be voted. Announces each Directors status and eligibility to continue serving on the Board
- Organize and facilitate the creation and management of all Proxy documents. A Proxy is provided to the membership to have the Secretary vote on their behalf in the event they are unable to attend in person. Said Proxy shall indicate the number of open Director positions and any potential Amendments to be voted on. Upon receipt, all Proxies shall be counted and recorded as present in determining a Quorum count of members. The Secretary shall vote the proxies on behalf of the submitting members for Directors and any amendments.
- Alternate signatory authority for every Association Bank Account. Treasurer is Primary. President and Vice President are Secondary. Step in when needed
- Engage in recruiting actions throughout the year to generate Association member interest in volunteering for involvement with the Board of Directors as well as the Association Committees
- When there is a change of position, work collaboratively with the new Secretary to facilitate a smooth transition of them into their new assignment
- Perform other management and finance oversight duties as assigned