

Secretary (Officer) Job Description

- Reports to the Board of Trustees
- Reviews, and applies the Governing Documents to pending issues requiring decisions according to obligations and requirements for SRCA Secretary and SRCA Minutes
- Studies, discusses, votes on Board of Trustee Motions
- Reviews and approves contracts, orders, and documents on behalf of the Association
- Records minutes of all Board of Trustee meetings according to guidelines
- Provides minutes to Website Admin Team for electronic storage and posting on SRCA Website
- Collects electronic votes, records Actions without Meetings and reports votes to the President and the Board of Trustees to be included in Secretary Minutes
- Informs Communications Chairperson regarding communication with Homeowners
- Informs Assistant Secretary of pending issues
- Maintains Succession File