



## **SADDLERIDGE PROPERTY OWNER'S ASSOCIATION**

### **Board Position Responsibilities and Duties SECRETARY**

#### **Secretary's Responsibilities**

1. Serve as a member of the Board of Directors.
2. Ensure that board and membership agendas and meeting materials are prepared and available for each meeting. If necessary, prompt the other officers to prepare these.
3. Record the minutes/notes at all Saddleridge Board and Association meetings, make any corrections from previous minutes, and send approved minutes each month to website.
4. Maintain and monitor a calendar of important dates for the association such as special meetings, audit dates, etc.
5. Maintain the records of the Association including contracts, official documents, policies, official correspondence, etc. in a safe place. Dispose of old documents only with the approval of the Board.
6. With assistance and participation of the other Board Members, coordinate the development of the Newsletter.
7. Be available to assist Treasurer, Vice President & President as needed.
8. Receive, verify, and maintain all proxies and attest by signature to the legitimacy of certain documents.
9. Sign contracts and other organizational documents as directed by the board.

#### **Secretary's Duties & Procedures**

Two days prior to the monthly Board Meeting, if not yet received, prompt the President for the Meeting Agenda. Review the Agenda and suggest changes if appropriate. Make an expanded copy for taking notes on at the meeting.

If necessary, make copies of any documents/materials needed for the meeting.

Take notes during the meeting. Within one week, type a draft of the Minutes and e-mail to the other Board Members for review and comment. It is important for this to be done soon after the meeting while still fresh in everyone's memory. Incorporate appropriate changes into the draft copy and have a final version available at the next meeting.

After the meeting, incorporate any changes required for approval by the Board. Convert a copy of the Approved Minutes to 'PDF' format and e-mail to Webmaster at [webmaster@saddleridge.com](mailto:webmaster@saddleridge.com) (Joe Williams) for posting on the Web.

Ninety days prior to the Newsletter due-date, ensure that assignments have been made for developing articles. Prompt the President to do so if not done. Follow-up with each of the Board Members to complete their articles and assure they are received by the Newsletter Editor (Nerissa Oden) at least one week prior to issue.

Once the new board has decided who will serve as President, Vice President, Secretary and Treasurer, and the minutes of the election meeting have been approved, the incoming Secretary must produce the minutes on Saddleridge letterhead. This document, indicating the new board names and positions, will need to accompany the newly elected board when they go to Ozona Bank in Wimberley to establish the turn-over signing rights on all accounts.

Once each year, verify with the Web Master that the domain name and hosting agreements for the Saddleridge Web site have been renewed and are viable.

At the end of your term/assignment, make sure that all records are properly turned over to the new Board Secretary.