

Secretary Duties & Responsibilities

Record the votes and keep records of all meetings and proceedings of the Board and members.

1. During the Board meeting the Secretary should note any and all action items as they come up. An action item must contain the action, who it is assigned to, the due date and desired action, such as an email to the Board members stating what action was taken and whether the item should be closed. At the end of the meeting the Secretary will summarize the action items, so the Board members know which are assigned to them. The details on action items will be included in the meeting minutes. At the subsequent Board meeting these action items should be listed with actions taken and agreed that they can be closed.

Keep the corporate seal of the Association and affix it on all papers requiring it.

Serve notice of meetings of the Board and members.

1. Membership meeting notices and agendas must be posted on the association webpage in a section labeled Notices at least 14 days in advance. All documents listed on the agenda, or which will be considered and voted upon by members, must be posted at least 7 days in advance. The Secretary will maintain the members attendance and proxy list with the minutes.
2. Board meetings must be noticed 48 hours in advance with the agenda posted. Board meeting notices and agendas must be posted on the website at the same time as the physical posting.
3. The Secretary will coordinate with the President to prepare a finalized agenda at least 48 hours in advance of the meeting.
4. The Secretary will send an email to all Board members at least 48 hours in advance of the meeting with meeting details and the agenda.
5. Draft Board minutes should be distributed to all Board members within 48-72 hours of the meeting. Once these are corrected or concurred with the Secretary must forward them as a PDF file to Jack to post on the website. At the next Board meeting the minutes will be formally approved or corrected and approved and then they will be sent as a PDF file to Jack titled as corrected and posted on the website in place of the earlier minutes

6. Annual member meeting minutes should be distributed to all Board members within 72 hours of completion of the meeting. Once these are corrected or concurred with by the Board members, the Secretary must forward them as a PDF file to Jack to post on the website within 30 days of the members meeting. The signed minutes PDF file, along with the Annual meeting notice and the list of new Board members with email addresses must be sent to Josh Martin, as our registered agent, within 30 days of the members meeting.
7. The Secretary must prepare, sign and have notarized an affidavit for notice of meetings being properly posted for each Board or members meeting.

Keep current records showing the members of the Association together with addresses.

- a. Master list of owners with lot numbers, names, phone numbers, email addresses, and mailing addresses if different than the address in Oceanview Estates.
- b. List of owners with lot numbers, addresses and phone numbers. This list can be shared with owners and posted on the website.
- c. Maintain a master mailing list and master email list.

All Board members MUST complete the Board certification course within 90 days of coming on the Board and must retake the course at least every 4 years. The Secretary must keep the certificates on file and track dates. Board members must all take 4 hours of continuing education every year. The Secretary will track hours completed. Directors who do not timely file an education certificate are automatically suspended until compliant.