

Chula Vista Homeowners Association

Job Description

Secretary

General Responsibilities:

- Organizations are required by law and by custom to maintain certain records for several purposes, including:
 - Accurate recollection of decisions.
 - Determination of eligibility to vote.
 - Continuity of policies and practices.
 - Accountability of directors and officers.

- The Secretary is responsible for ensuring that accurate and sufficient documentation exists to meet legal requirements, and to enable authorized persons to determine when, how, and by whom the board's business was conducted.
 - In order to fulfill these responsibilities, and subject to the organization's bylaws, the Secretary:
 - Records minutes of meetings.
 - Ensures their accuracy, and availability.
 - Proposes policies and practices.
 - Submits various reports to the board.
 - Maintains membership records.
 - Fulfills any other requirements of a Director and Officer.
 - Performs other duties as the need arises and/or as defined in the bylaws.

Accountability:

- The Secretary is accountable to the Board of Directors (if elected or appointed by them) or Members (if elected by the membership at a members meeting) as specified in the bylaws.
- Through the Board of Directors, certain duties of the Secretary may be delegated to the Executive Director, Board members and/or committees as appropriate; however, the accountability for them remains with the Secretary.

Specific Duties:

- *Minutes:*

- The Secretary is responsible for ensuring that accurate minutes of meetings are taken and approved.
- Requirements of minutes may vary with the jurisdiction but should include at a minimum:
 - Date, time, and location of meeting.
 - List of those present and absent.
 - List of items discussed.
 - List of reports presented.
 - Text of motions presented and description of their disposition.
- The Secretary signs a copy of the final, approved minutes and ensures that this copy is maintained in the corporate records.

- *Custodian of Records:*

- The Secretary coordinates with the File Clerk to ensure that all records of the organization are maintained as required by law and made available when required by authorized persons.
 - These records may include:
 - Founding documents, (eg., letters patent, articles of incorporation).
 - Lists of directors.
 - Board and committee meeting minutes.
 - Financial reports.
 - Other official records.
- The Secretary is responsible for all current records.
 - Coordinates with the File Clerk for the upkeep (updating) of the external hard drive before paper documents are filed for safe keeping.

- *Membership Records:*

- Ensures that official records are maintained of members of the organization and Board, either personally or through coordination with the File Clerk.
 - Ensures that these records are available when required for reports, elections, referenda, other votes, etc.

- *Communication:*

- Ensures that proper notification is given of directors' and members' meetings as specified in the bylaws.

- Manages the general correspondence of the Board of Directors except for such correspondence assigned to others.
- *Meetings:*
 - Participates in Board meetings as a voting member.
 - Provides items for the agenda as appropriate.
 - In the absence of the President and Vice-President, calls the meeting to order, presiding until a temporary chairperson is elected.
 - Records meeting minutes as described above.
 - Depending upon the bylaws and practices of the organization, may perform these duties for Member meetings (eg., Annual General Meeting) and/or for an executive committee.
- *Signing Officer:*
 - May be designated by the Board of Directors and/or bylaws as one of the signing officers for certain documents.
 - In this capacity, may be authorized or required to sign or countersign cheques, correspondence, applications, reports, contracts or other documents on behalf of the organization.
- *Filing of Documents:*
 - May be the registered agent with respect to the laws of the jurisdiction; the person upon whom legal notice to the corporation is served, and responsible for ensuring that documents necessary to maintain the corporation are filed.

Bank Account :

- May be designated a secondary signee on CVHOA checks.