



Ponderosa Pines Property Owners Association
53275 Ponderosa Way
La Pine, OR 97739

ATTENTION MEMBERS

PPPOA Secretary Position Open

The Ponderosa Pines Property Owners Association is looking for a volunteer for the position of Secretary.

Position Summary

This position is an Officer position directly responsible to the PPPOA Board of Directors for the efficient and effective operation of the Ponderosa Pines Property Owners Association.

General Duties & Responsibilities

- Set up and administer board meetings.
- Prepare agendas and meeting minutes.
- Maintain and store all Association documents and communications.
- Communications from Association to members
- Maintain confidential information.

Preferred Skills

- Experience in record keeping and report writing.
- Good customer relations attitude and the ability to communicate effectively.
- Computer skills with Microsoft Word and Excel

Please contact the Board at pppoaemail@gmail.com or David Trachsel (760) 936-1870 if you are interested and would like any further information.