

SECRETARY

The Secretary shall maintain a record of all proceedings at both annual and special meetings of the Association. He/She shall attend to the filing of all records and shall perform such other duties as may be required of him/her by the By-Laws of the Association or orders of the President and/or the Board of Directors. He/She shall attend to all the official correspondence and the filing of all communications. He/She shall issue and mail notices of all meetings of the Association, both regular and special. The Secretary shall keep a list of the members in good standing as received from the Treasurer, and shall make the final determination as to whether any such member is entitled to vote in accordance with said list. He/She shall transfer to his/her successor without delay all books, papers and other records and property of the Association in his/her possession or under his/her control upon his/her retirement or removal from office. Upon reasonable notice, he shall permit any member of the Association in good standing to examine the Association records in his/her custody at any reasonable time.

- **Schedule, Notify Board Members and Attend all meetings – regular/special**
- **Distribute minutes to all attendees – within 7 days of meeting**
- **Handle and Track Correspondence to Residents**
- **Manage the Tracking of Compliance Letters**
- **Assist other Board Members with Association Business**