

SSPOA Recording Secretary's Responsibilities

- Attend and take notes for board meetings and membership meetings for approval by board.
- For membership meetings or other member communications send approved .pdf or other files by bcc email to all members who provided their email address, then send Chairperson of social media committee this same file for posting on our website and our facebook page
- For semi-annual membership meetings send a printed version of the announcement through U.S. mail to be received two weeks prior to the meeting date.
- For board meetings, send approved .pdf or other electronic file to all board members and maintain a copy
- Act as liaison between board and the social media committee chair, sending to the chairperson all approved items to be posted
- Act as liaison between board and the nomination committee chair, sending to the chairperson all approved items for their use
- Maintain spreadsheet of current member and resident names, SS addresses, mailing addresses, phone, and email addresses – work in concert with the treasurer who will receive updated info slips from members when they pay their dues.
- Assist in verifying Active association members at the Annual Election meeting
- Assist in smooth transfer of duties and information after election to new officer