

Position Description

Title: Secretary	Status: Part Time (Intermittent)
Work Location:	Salary/Pay rate: volunteer
Term: Election at Annual Meeting (Full Term 3 Years)	
Supervision: Minimal	Reports to: Lake Association Board and Members

About the Lake and the Association

The purpose of the Association is to maintain, protect and enhance the quality of the lake and its surroundings for the collective interests of members and the public that utilizes Sand Lake. To carry out the program of the Association and to make representations on behalf of its members and the public, the Association shall be organized under Chapter 181 of the Wisconsin Statutes. (Sections of the Statutes are cited throughout these by-laws.) No asset of the Association shall benefit any officer or member. The Association shall not participate in partisan political activity.

Position Summary:

The Secretary shall maintain the official records of the Association as well as an archive. The Secretary shall record and distribute the minutes of member meetings and Board meetings via the Sand Lake Association website. The Secretary or assignee shall maintain a current record of the names and addresses of members entitled to vote

Functions/Responsibilities (or Primary Areas of Responsibility):

- Attend all membership meetings (3 per year) and Board meetings
- Record and distribute the minutes of Board meetings; for other committee meetings, ask committees to share notes/minutes for recordkeeping.
- Maintain a current record of the names and addresses of members entitled to vote
- Send out notices, or work with Board Members as appropriate, for membership meetings
- Prepare publicity for the Association, work with the Marketing Committee if applicable
- Serve on the Membership Committee

Competencies/Requirements:

- Familiarity with local lake and surrounding communities
- Exemplary oral and written communication skills
- Extreme organization with attention to detail
- Time commitment: approximately 5 hours/week up to 8 weeks of the year

How to apply:

To apply, send an email expressing your interest to the President; please include your qualifications and availability. If you have questions, please call the President at: board@sandlakewi.com