

Hatcher Estates

Home Owner's Association

Hatcher Estates Homeowner's Association Secretary Job Description

The following is presented as minimal responsibilities in the area of Hatcher Estates Homeowner's Association Secretary. "Robert's Rules of Order Newly Revised" shall govern HEHOA.

HEHOA Secretary is vested with all the powers which are required to perform the duties of the association president in the absence of the president. The secretary does not automatically possess inherent powers to act in the capacity of the chief executive officer, and may act for the president only when the president is actually absent or otherwise unable to act. The secretary may assume such additional duties as are defined by the board of directors. Often, the secretary will chair one or more substantive committees like that of architectural review.

SECRETARY

The secretary of the association is responsible for keeping and maintaining a record of all meetings of the board and the membership and is the custodian for most of the official records of the association. The position of secretary is not simply a clerical position. As the custodian for the minutes and other official records of the association, the secretary is responsible for insuring access to those records by the members of the association and their authorized representatives.

Secretary Job Description

- Assist President in the running of HEHOA as directed by the President.
- Act as an adviser to President on any issues discussed at HEHOA board meeting.
- In the event the President shall resign be prepared to take over President's Duties.
- Ensure along with President the compliance of Bylaws & Job Descriptions updates if needed.
- Actively encourage new members.
- If a board member cannot make the board meeting, take notes for board members.
- Review Bylaws & Job as indicated by the President & respectfully present any proposed changes that are in best interest of the HEHOA.
- Record minutes of monthly board meeting and annual general meeting.
- Vote on issues presented to or by the board.
- Act in best interest of HEHOA.
- Record, type and archive minutes of meeting, send back to HEHOA President within seven days of meeting. (President will send to board and committee members).
- Keep records to pass on.

Estimated time commitment per year: 4 hours Tenure: 1 year

Each board and committee shall receive complaints from members that have paid dues and live in Hatcher Estates. If it's not in your job description refer them to such other committee or officers.