

Position Description Secretary (Approved: 2/13/2024)

The Secretary shall keep the minutes of all meetings of the Board of Directors and the minutes of all meetings of the Association; the Secretary shall have charge of such records and files as the Board of Directors shall direct and shall perform all duties incident to the Office of Secretary.

The Secretary will submit a copy of "Unapproved Minutes" to all Board Members and Office Staff within five to seven days after each meeting. Ensures that copies of "Unapproved Minutes" are placed in information stands throughout the Community and a sufficient number of the "Unapproved Minutes" are available prior to the next HOA meeting.

The Secretary shall coordinate with the Office Manager in the following:

- Assuring that the Agenda for the next HOA meeting is placed in the information stands a minimum of three days prior to that meeting.
- Contacting the applicable outlets for community-wide notice of the HOA meeting.
- Mailing or delivering a notice of each annual or special meeting within the time period specified in Section 3.03 of the By-Laws stating the purpose thereof as well as the date, time and place of the meeting to each Owner of record. The mailing or delivery of such notice to each Owner shall be considered notice served.
- Contribute to Chat Newsletter.
- Maintaining necessary records and providing copies of appropriate documents in response to any Freedom of Information requests.

Other duties as assigned.

The Secretary shall conduct their duties in support of fulfilling The Springs at Santa Rita HOA Mission and Vision statements while demonstrating its Guiding Values. Particular emphasis is to be made in achieving Vision elements 2, 9 and 10.