

Secretary Job Description

Meeting Documentation: Records all neighborhood association meeting minutes and makes draft minutes available to the board and membership for review prior to the following meeting. Provides a copy of all minutes to the board and upon request, other members, each month after minutes have been approved.

Resource Materials:

- Meeting Minutes Overview
- Note-taking Tips
- Incorporating Robert's Rules of Order in Meeting Minutes
- Sample Meeting Minutes

Records Management: Sends SE Uplift a packet of the following documents each month: a copy of the sign-in sheet, the approved agenda and the approved minutes from each neighborhood association meeting. Submits copies of the neighborhood association's updated bylaws, the annual report to the Secretary of State and records of tax-exempt status, if applicable. Maintains an updated board roster and sends SE Uplift updated board information as changes are made throughout the year.

Resource Materials:

- Retention Requirements
- Sample Sign-in Sheet
- Neighborhood Association Board Roster

Meeting Notification: Ensures that 7 days notice is provided to the membership prior to all board, general and special meetings. Assists with signage, as necessary, to ensure that all members are able to locate the meeting and participate in discussion.

Resource Materials:

- Notification for Meetings
- Sample Signage

Secretary of State: Files annual report with the Secretary of State, Corporate Division prior to the deadline and submits a copy to SE Uplift for reimbursement of the \$50 filing fee.

Resource Materials:

- Incorporation with Secretary of State Information Sheet

