

Wixom Lake Association  
Secretary Job Description

1. The Secretary shall be responsible for maintaining all Official records of the Association. The Secretary shall record minutes of all Board meetings, Annual Membership meeting and any special meetings called. The Secretary shall also record any Officers meeting if requested. All minutes shall be reduced to an easy to read document and emailed to the President no later than ten (10) days prior to the next scheduled meeting of the Board. This document will serve as a “draft” of the previous meeting minutes and will be corrected and voted on at each meeting, at which time the Secretary shall make corrections, send a copy to the President and file such.
2. The Secretary will be expected to report on membership and any other issues at each Board meeting.
3. The Secretary will receive all pertinent information regarding members and payment received from the Treasurer on a monthly basis. The Secretary shall then provide an updated membership list to the President on a monthly basis by email.
4. The Secretary shall also provide an updated membership list to the Board at regularly scheduled meetings if so requested by the President. The latest membership records shall also be provided to the Audit Committee at the May Board meeting.
5. The Secretary shall provide notice by mail to all members prior to the Annual Membership meeting as per Constitution and By-Laws and mail membership information, renewals and membership cards to members on a timely basis.

6. The Secretary may be asked to perform other duties from time to time by the President or other Officer.
  
7. When a change occurs in the position of Secretary, all records, files and related information shall be turned over to the new Secretary or a person designated by the President within 10 days of the effective date of such change.

10/10/2015