

# **CARNELIAN WOODS TOWNHOUSE ASSOCIATION**

## **Job Description: Board Secretary**

### **Definition**

A CW Homeowner who has voluntarily committed to become not only one of the nine (9) CW Board of Directors, but to also act as the Secretary of this group. The board elects the Secretary each year for a one-year term. This election normally takes place during a special board meeting the day following the Annual Homeowners Meeting which is held during the month of September each year.

The Secretary is an active conduit for communication between the board and all the home owners of the association by the timely distribution of the board meeting minutes. Duties of the Secretary include:

- Taking the minutes of all meetings of the board
- Maintaining all legal documents of the association
- Serving as an ambassador of the association

### **Job Requirements / Knowledge:**

- Must be a CW Homeowner
- Must have some understanding for accounting practices.
- Working knowledge of budgeting preparation and monitoring;
- Working knowledge of Carnelian Woods Homeowners Association By-Laws and Rules and Regulations;
- Discuss professionally prepared reviews of the property for insurance purposes, discuss, adopt, and implement policy to improve the HOA's position with regard to long-term financial expenditures (Capital Expenditures / Improvements .. such as re-paving of streets, replacement of equipment such as trucks and snow removal, etc.)
- Consider the need for changes in dues.
- Work as a TEAM member (Together Everyone Achieves More).
- Protect HOA's assets, both financial and physical.
- Encourage participation HOA activities, especially in obtaining quorum needed to move HOA activities forward.

**Salaries and Benefits:**

This is a voluntary position. No compensation will be due to the Secretary. There may be “special conditions” where a director may be compensated for their expenses.

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