

South Patrick Residents Association
Secretary – Position Description

Authority: Bylaws, Article VI, Section 3.

- Elected by the membership at the Annual meeting.
- Reports to the President.
- Serves a one (1) year term and may be re-elected.
(The Fiscal year is January 1 – December 31).
- In case of a vacancy, the President will appoint a new secretary.
- Assume the duties of the President in the absence of the President and the Vice President at a meeting.

Duties:

1. Assist the President as called upon.
2. Records Minutes of all meetings of the organization. Reports may be incorporated into the Minutes.
3. Prepares a list of Board List and distributes to each board member.
4. Provides copies of needed forms to board members as requested.
(Community Project Proposal Form, Board Application Form)
5. Maintains the *Permanent Record Book*. All Agendas, Minutes, Financial Reports, master copies of various forms, and the 2nd copy of the Bylaws, must be kept in order and new documents filed in a timely manner.
6. Promptly transfers the *Permanent Record Book* to their successor.