

Duties of Secretary

The Secretary has extensive duties. He or she serves as the recording director and is responsible for the correspondence of the co-op. As such, the Secretary must:

- prepare, send and/or post required notices for meetings.
- take careful and accurate notes at all board and membership meetings.
- maintain an official meeting minutes book, updating with approved minutes after each board and membership meeting.
- prepare and certify minutes of all board and membership meetings and enter them into the official meeting minutes book. All approved minutes must be signed and dated by the Secretary to certify their accuracy and approval.
- provide draft copies of the minutes to the board prior to the next meeting.
- present the minutes at all meetings, unless a reading of the minutes is waived.
- amend minutes as appropriate.
- read the exact wording of a motion before it is voted upon.
- prepare, sign and date all approved Community Rules and bylaws changes. Distribute updated copies to the membership. Keep accurate and detailed records of all changes, including initialing each page of the documents, and signing them on the last page.
- prepare and send all required co-op correspondence, including the Annual Meeting packets.
- update and maintain membership and resident lists.
- maintain all corporate records, other than those assigned to the custody of others.
- sign official documents, attesting to their accuracy.
- provide the co-op lenders, including the Community Loan Fund, with copies of all required documents, including but not limited to meeting minutes, resident lists, monthly financial reports, tax receipts, year-end financials, and capital improvement plans. Note: The Secretary will have to coordinate with the Treasurer and Operations Manager when gathering many of these documents.

Certain tasks, such as distributing meeting notices, may be done in collaboration with other volunteers, but the Secretary must ensure that the work is done.

When a new Secretary is elected, the outgoing Secretary should smooth the transition, turning over all co-op records before the next meeting. The outgoing Secretary also should provide the new Secretary with an overview of responsibilities and an explanation of the record-keeping system.