Quarry's Edge Condominium Association

Job Title:	**SECRETARY**	**Job Category:**	Board Officer
Location:	Quarry's Edge Condominiums	**Travel Required:**	As Needed
Salary:	Unpaid	**Position Type:**	Voluntary

This position is appointed by the Board of Directors following each Annual Meeting and serves at the pleasure of the Board for a term of one year after which the Board Member serving in this position is either re-appointed by the Board or replaced at the Board's discretion.

Job Description

ROLE AND RESPONSIBILITIES

On behalf of the Condominium Corporation, the Secretary shall:

- Attend all regular and special meetings of the Board.
- Keep and maintain the Association's records including:
  - Member Directory with names, addresses, email addresses, phone numbers, and ICE contacts.
  - Minutes of all Board meetings.
  - Updated copies of all Documents of Incorporation, By-Laws, and the Owners' Handbook.
- Oversee the creation and distribution of any Notices and Announcements to Owners.
- Perform such Duties and Assignments as directed by the Board and/or President.

QUALIFICATIONS

- Possess, at a minimum, those qualifications needed to perform the Duties and Responsibilities described above.
- Have previously served as a Member of this Board.

PREFERRED SKILLS AND EDUCATION

- Have the Computer Skills needed to send and receive email, participate in electronic meetings, and prepare any needed Documents and Meeting Records using Word Processing programs, etc.

NOTE...

Board Members (who must themselves be "Owners in Residence") are elected by Owners in good standing, who then appoint a Board Member to serve in this position.

Approved By:	Board	Date:	
Last Updated By:			