

SECRETARY OF CIELITO LINDO DE TUBAC'S
JOB DESCRIPTION

- PER CIELITO LINDO'S BY-LAWS: The secretary shall record the votes and keep the minutes of all meetings and proceeding of the board and of the Members; keep the corporate seal of the Association and affix it on all papers requiring said seal; serve notice of meetings of the Board and of the Members; keep appropriate current records showing the Members of the Association together with their addresses; and shall perform such other duties as required by the Board.

- AS PRACTICED IN CIELITO LINDO: The Association's Manager, performs most of the functions listed in Cielito Lindo de Tubac's By-Laws for the Secretary position. The Secretary serves on the board, provides insight and assistance in leading a committee, and has the responsibility for updating member contact information and ensuring that the webmaster has up to date documentation and information for the website. He/she may choose to delegate some of these duties.

- If there were no Management company, the Secretary would keep the minutes of the meetings of the Board of Directors and the minutes of all meetings of the Members. He/she would be responsible for all of the following items related to the Secretary position.

- KEEP RECORDS, duplicate or original, of all Board and Committee Meetings. With the exception of Executive Board meetings, all Association meetings are open meetings. The Board and all committees shall make their meeting minutes available to any member requesting to see them. Meeting minutes shall be posted to the Cielito Lindo HOA website for storage and easy access.
 - Regularly Scheduled, Special, and Annual Board Meetings
 - Minutes taken by Association Manager and sent to the Board for approval.
 - Duplicate minutes maintained on the Cielito Lindo HOA Website
 - Working Board Meetings
 - Secretary (or Secretary's agent) takes minutes.
 - Closed Board Meetings (Executive Meetings)
 - Minutes taken by Association Manager and sent to the Board for approval.
 - Minutes retained in Cielito Lindo's Manager's files
 - Design Review Committee, Landscape Committee, Pool Committee, Painting Sub-Committee
 - Collaborates with these committees to get copies placed on the website.

- SETS AGENDA ITEMS, in coordination with Association Manager, for all open Board Meetings

- UPDATES MEMBER CONTACT INFORMATION
 - Collaborates with Association Manager to have complete contact information
 - Obtains missing and/or changed contact information from all homeowners

- ENSURES WEBMASTER has up to date documents and information on the website
 - Meeting Minutes
 - Member Data
 - Board and Committee Members
 - Revised Governing Documents
 - Revised Forms
 - Schedules (meetings, painting, events)

- The position of Secretary and Treasurer may be combined into one Board position.