

JOB DESCRIPTION

Secretary (Clerk) Silver Beach Improvement Association

SBIA Bylaws Direction

The executive officers of the Association shall consist of a president, vice president, a secretary, who shall be a clerk of the Association, a financial secretary, and a Secretary.

Accountability

The Secretary serves and is accountable to the Executive Officers of the Association.

Term of Office

One-year term or until his or her successor is elected.

Responsibility

The Secretary is responsible for serving under the President. The Secretary has fiduciary duties and a duty of loyalty to the Association. No action taken by the Secretary may benefit them at the detriment of the Association and harming the Association with a conflict of interest.

Duties

In addition to the duties of every Board Member, the Secretary is responsible for:

- To keep an accurate record of proceedings of all meetings of the membership and all meetings of the Board of Directors, in books belonging to the Association, which books shall be open to inspection to all regular members of good standing.
- Issue and publish all the required notices of all meetings.
- Post the notices of all meetings of the Association in two public and conspicuous places in the community at least seven days prior to said meeting.
- Meetings of the Association between the dates of September 1 to June 1 shall be given by mailing postage prepaid to each member or delivered electronically prior to said meeting.

- The Secretary will receive requests for special meetings and will call same within a reasonable time thereafter but at no time later than 21 days subsequent to such request.
- Conduct the general correspondence of the Association and the Board of Directors.
- Report at the Annual Meeting of yearly activities.
- Reading of Minutes of previous Annual Meeting at the yearly Annual Meeting.
- Update and maintain the SBIA Website.
- Create email communications and send to membership.
- Additional duties as required.

Qualifications

The Secretary must have:

- A commitment to, and a clear understanding of the mission of the Association.
- Knowledge of meeting procedures, governance policies and bylaws of the Association.
- Sufficient time to devote to his/her primary duties.
- Website operation.
- Use of bulk software for electronic mailings.