

Secretary's Guidance

{ Updated December 2021 by Paul Basore }

Duties

Bylaw 5.3.3 states the following duties of the Secretary:

1. Keep a written record of all Member and Board meetings.
2. Serve all required notices of meetings of the Board and the Members.
3. Keep current records showing the names and addresses of all Members.
4. Sign as Secretary all written instruments that require a second signature.

California corporations code section 313 allows the Secretary to sign documents in place of the Treasurer, when the Treasurer is not available to do so.

The following related duties are typically performed by the Secretary, but may be delegated:

1. Recruit, hire, and train a recording secretary to take minutes at meetings, in the event the Secretary is unable or unwilling to perform this task.
2. Shortly after each Board meeting, distribute draft minutes to the Board and committee members to review before emailing the draft minutes to the Members who have provided their email address.
3. The week before each meeting, prepare a draft agenda and distribute to the Board and committee members for comment before emailing it to: (1) the Members who have provided their email address, (2) the HOA website's custodian, and (3) the membership committee.
4. Assist the President in keeping Board meetings on schedule, especially with regard to controlling the time allocated for visiting Members to speak (typically 5 minutes each).
5. Monitor and forward email sent to info@sanelijohills1.org to confirm that issues raised by Members are being addressed in a timely manner.
6. Monitor OneDrive to confirm that important documents of the Architectural Committee and the Slopes Committee are being correctly archived.
7. Maintain and update this guidance document to assist your successors in performing the role of your office as defined in the Bylaws.

Reporting and Recordkeeping

1. Maintain the official list of Members and their contact information on OneDrive.
2. Upload posted meeting agendas, legal documents, and correspondence to OneDrive.
3. Upload Board-approved minutes to OneDrive and email them to the HOA's bookkeeper.
4. File the biennial SI-100 form with the Secretary of State. Do not delegate this filing to the bookkeeper. **Do not tick the box for Common Interest Development!**