



Assistant Secretary Responsibilities

1. Secure meeting room facilities
 - When possible, meetings are held at members home.
2. Notify/remind Board of meetings
 - Email Board a reminder the weekend before. Include previous minutes in pdf format for them to review. Remind who is bringing treats (designated on calendar).
 - Email upcoming detailed agenda to the Board and ask for any additions.
 - Post a summary of the agenda on the Lake Jane website a few days before the meeting. Obtain the President's approval beforehand.
3. Attend and come prepared for Board meetings. Inform President if unable to attend a Board meeting.
4. Take/post meeting minutes; handle revisions; maintain archives.
 - Email draft minutes to the President within five days following a meeting and send to board member to review the weekend prior to the next board meeting.
 - Bring printed copies of minutes from previous meeting to current meeting. The Board may/may not have you make changes to the minutes during the meeting.
 - Note in the footer of the minutes the date they were approved. Different types of minutes must be handled differently (see below).
 - Meeting Minutes:
 - Approve at Board Meeting
 - Archive with a Cloud Based Filing System - TBA
 - Post on website
 - Meeting Notes (no quorum):
 - Approve at Board Meeting
 - Archive with a Cloud Based Filing System - TBA
 - Special Meeting Minutes (In additional to regularly scheduled meeting):
 - Approve at Board Meeting
 - Archive with a Cloud Based Filing System - TBA
 - Post on website
 - Executive Meeting Minutes (closed):
 - No minutes/notes taken; no action required
5. Ensure website is maintained
 - Website is currently maintained by Renee Phoenix (jphoenix12@comcast.net).
 - Email appropriate approved minutes to Renee for posting on the site.
 - You may also make minor changes to the website, including updates to the home page, lost and found page, and contact information. Contact Renee for an account and training.
6. Write/archive correspondence (from Board and its officers to members) and record/archive official documents (i.e. leases and contracts)
 - Maintain both physical and electronic copies.
 - At the end of each calendar year, archive physical copies and electronic copies (on CD) to the storage shed. Include minutes, committee responsibilities, Rules, and any other documentation.

7. Participate in process for Lake Jane Newsletter (~3x/year).
 - July newsletter must be out 30 days before annual meeting. Be sure to include proxy form and most recent Rules in this one. Ensure Treasurer includes budget.
 - Other 2 newsletters go out as designated on calendar (unless the Board agrees not to do one).
 - Treasurer prints address labels and provides postage.
 - Secretary coordinates the text, acting as a middle man to ensure all text is included and edits are made.
 - Once final, email newsletter to the Assistant Secretary for emailing out to certain community members.
8. Assist with annual meeting.
 - Include notification to members and proxy form at least 10 days prior (usually part of June Newsletter).
 - Ensure system is in place with speakers and 1 microphone.
 - Ensure 50 copies of last unapproved minutes are available at the meeting.
 - Work with Board to create an agenda. Ensure 50 copies of agenda are available at the meeting
 - Ensure sign-in sheets, ballots, and membership packets are available.
 - Treasurer will bring copies of budget.
 - Ensure name tags are available for Board members.
 - Take minutes of meeting. When done, email to Board for their edits.
9. Assist Treasurer and President, as needed. This includes, but is not limited to, providing the entire fiscal year of minutes to the auditing accountant, as needed.
10. Work with Board to ensure Reader Board is up-to-date.
11. Organize progressive Christmas dinner.
 - Invitation is saved as “Christmas Dinner Invitation.doc”
 - Work with Board to determine date, who will host each event, and who will bring what food item to each home. Also determine who, other than the Board, should be invited. (See previous year’s November minutes for a draft list.)
 - Invite the Board via email. Invite others by printing the invitation on holiday paper and sending via snail mail.
12. Maintain calendar of events.
 - Work with Board to designate who brings snacks to each meeting.
 - Designate when newsletters are to start and go out.
13. Maintain Board of Trustees contact list (public and private)
 - Send to Renee for website posting. Lakejane@lakejane.org
 - Ensure Reader Board is up-to-date.
14. Provide all documents as directed by legal counsel.
15. When emailing documents, email them as a PDF.
16. Note the approved date in the footer of approved documents.
17. Track time and email it to Assistant Treasurer at monthly intervals.
18. Update Lake Jane calendar to show board meetings, budget meetings, annual meetings, community events, etc.
19. Provide new members with a move-in welcome packet consisting of the following information: General Rules, By-Laws and Convents, Plat Restrictions, Building Regulations, Welcome letter, map of Lake Jane Estates and a copy of the most recent newsletter.
20. Update and manage changes to the Board Policies Manual (BPM) and Board Reference Book (BRB) as needed.
21. Approve and document park reservations in park reservation book and post on web site calendar.
22. Assist Pool Committee with all pool documents for the season (creating and copying).
23. Provide all documents as needed for the Reserve Study, annually.