



Officer Duties and Responsibilities

SECRETARY

Somerset Condominiums Association

The Secretary is a volunteer working position with a large range of duties that are described in the Association’s formative documents, the by-laws, rules and regulations, and in resolutions passed by the Board of Directors. Some of the responsibilities of the Secretary are mandated by laws in Colorado governing the operating and record keeping of homeowners associations. The Secretary works under the direction of the President of the Association and reports to the Board at all meetings. Many of the Secretary’s responsibilities can be divided into two areas: Minutes and Record-keeping Responsibilities, and Annual Member Meeting Duties. Some of the duties of the Secretary may be contracted to a property management company or other Board-designated person, in which case the responsibility for overseeing the work of service providers, and the timely, accurate, and complete fulfillment of the duties remain with the Secretary.

MINUTES AND RECORD KEEPING—PROCEDURES AND DUTIES

The Secretary:

- Records the proceedings of all regular and special board meetings in the form of minutes, which explicitly follow the agenda for the meeting.
- Minutes should:
 - correspond to and completely address each item on the Agenda for the meeting;
 - list the specific results of the roll call;
 - list new business items and owner speakers as are accepted by the meeting chair;
 - contain summative notes on all agenda item discussions; and
 - provide a record of the exact language of motions, nominations, and votes.
- Accuracy, completeness, and timeliness of the minutes is a paramount responsibility. To ensure the accuracy and completeness of minutes, within one week of a meeting

when meeting-attendees' memories are fresh, the Secretary should provide first drafts of meeting minutes, electronically as PDF and/or as printed copies, to all board members *and* to all homeowners who attended a meeting. The Secretary should solicit feedback and revision recommendations from everyone who attended a meeting.

- The Secretary should present a record of recommended revisions at the next meeting, when revised minutes are presented for acceptance.
- At all meetings the Secretary should prepare and distribute printed copies of the revised minutes from the previous meeting for review by the board of directors and homeowners in attendance. The Secretary should record any additional revisions presented at the meeting. A vote of acceptance/approval for the revised minutes should then be conducted by the President/meeting chair.
- Once meeting minutes have been approved, within a week, the Secretary should distribute a copy of the minutes to all homeowners and board members, as:
 - printed copies by U.S. mail to the address of record of all homeowners, and/or
 - PDF copies by email (if owners have supplied an email address for this purpose),to ensure that every homeowner has current and timely information on meetings and the business of the association.
- The Secretary should also deliver a final PDF copy of each set of approved minutes to the association's webmaster for posting to the online archives of the association's meeting minutes.
- As keeper of the official records of the association, the Secretary should also maintain permanent copies of all minutes and other official documents of the association.
- Upon leaving office, the Secretary should deliver in good order these official records of the association to the newly elected secretary.



ANNUAL MEMBER MEETINGS — PROCEDURES AND DUTIES

The Secretary:

- Prepares, prints, and mails to all homeowners no sooner than 50 days and no later than 10 days before the Annual Meeting:
 - notices of annual meetings,
 - sample ballots of items up for vote
 - rosters of nominees known to be up for election to the board of directors
 - proxies for homeowners to return if they will not be able to attend in person
- Collects proxies before the annual meeting and presents them at the official roll call of homeowners.
- Prepares, prints, and makes available ballots and balloting materials at the meeting.
- Distributes and reads copies of the minutes of the previous annual meeting.
- Keeps minutes records of the annual member meetings, distributing them for review, revision, and final approval, following the recording-keeping procedures as described in the previous minutes/record keeping section.