

CCA RESPONSIBILITIES

POSITION: Secretary

DUTIES (summarized from CCA Bylaws):

Attend and record the minutes of all meetings of the Association and of the Board of Directors and shall:

1. Keep a true record of all resolutions and directives adopted by the Board of Directors
2. Keep such minutes and records in a book kept for that purpose
3. Maintain and keep current a list of Officers and Directors
4. Give at least three weeks notice to members of the time and place of the Annual Meeting
5. Maintain and pass on to a successor the permanent correspondence, files, minutes and records of the Association
6. Provide a copy of the Bylaws of the Association to each incoming member of the Board of Directors
7. Upon change of Officers, prepare and submit to the Association's bank a resolution adopted by the Board of Directors and a signature card identifying the Officers authorized to sign drafts for disbursement of assets

Additional duties:

1. Maintain a current e-mail distribution list of Carrcroft residents
2. Distribute items of interest to Carrcroft residents via e-mail
3. Distribute reminders to Carrcroft residents via e-mail (Easter egg hunt, annual meeting, community barbeque, community yard sale, Halloween parade)
4. Respond to e-mails and inquiries from Carrcroft residents as appropriate, or forward to relevant individuals on the Board/Officers for discussion/decisions

November 2013