

Villamar Condo Association

Recording Secretary Job Description

- 1) Prepares and distributes Board Meeting agendas for all Board meetings based on input from Board members.
- 2) Posts and mails (emails when owner authorization has been obtained) all required meeting notices within prescribed time frame including Annual meeting and all scheduled Board meetings.
- 3) Provides copies of all necessary meeting materials for Board members and attendees at Board meetings.
- 4) Attend Board meetings and Annual meetings as scheduled. Takes detailed notes of proceedings at meetings. Distributes draft of meeting notes to Board members within 48 hours following meeting for any revisions.
- 5) Compile and update as needed the Villamar directory.
- 6) Obtain authorization of owners to receive email notices of meetings and other Villamar materials in lieu of US mail.
- 7) Works effectively with all Board members and completes additional clerical duties as requested by Board members.
- 8) Provides required information, or other appropriate information, as directed by the Board, to the website administrator for posting.

Recording secretary must be proficient with Word and Excel. Must also be detail oriented.

(March 16,2023)