

DECEPTION PARK VIEW ASSOCIATION

P.O. Box 2446, OAK HARBOR, WA 98277

DECEPTIONPARKVIEW@GMAIL.COM

BOARD OF DIRECTOR'S POSITION DESCRIPTION SECRETARY

The Secretary of the Association will be responsible for the following per our Bylaws, Article VI:

- Keep the minutes of the membership and Board meetings
 - Accurately record all minutes using professional technical writing standards
 - Provide all meeting minutes to the President for review (usually within one week of all meetings)
 - Post or send Board approved minutes to webmaster (usually within one week of board meeting approval of prior meeting minutes)

- See that all notices are duly given in accordance with the Bylaw provisions
 - Notify all Association members of all meetings within 10 days and no more than 50 days prior to meetings (Bylaws, Article IV, Section 4)
 - Mail annual dues delinquent letters 30 days after October 31st, list provided by Treasurer; currently King Water Company mails letters (Bylaws, Article XI, Section 4)
 - Post or send meeting agenda to Facebook administrator and webmaster (at least 10 days in advance)
 - Post or send Association newsletter to Facebook administrator and webmaster
 - Send Association newsletter to King Water Company to be mailed to all Association members in their water billing statements (usually by the third week of the month prior – water statements are mailed the first week of even months)

- Be custodian of the corporate records
 - File all required documents per RCW 64.38
 - Organize all documents in the Association file cabinet
 - Preserve the HOA historical records in the Association file cabinet

- Keep a register of the addresses of each member
 - Keep an up-to-date binder with all Island County Assessor Records
 - Work with Treasurer on updates from King Water Company and Island County Assessor Records

- Other duties as may be assigned by the Board from time to time
 - Facebook administrator
 - Webmaster if no one appointed

Note: Facebook document posts must be pictures and website posts must be pdf formats. Send King Water Company the newsletter in pdf format.