



<i>Date Drafted:</i>	6/17/2021
<i>Date Approved:</i>	09/27/2021
<i>Date Revised:</i>	10/04/2022

**Role:** Volunteer Secretary

**Time Commitment:** Approximately 4-5 hours per month

**Position Description:**

The role of the Secretary is to ensure that accurate and sufficient documentation exists to meet legal requirements, and to record minutes of meetings and maintain membership records.

**Authority and Accountability:**

The Board of Directors is the legal authority for the Livingston Community Association. The Secretary is accountable to the Board of Directors. As a member of the Board, the Secretary is in a position of trust for the community and is responsible for the effective governance of the organization.

The Secretary must assist in developing and maintaining positive relations among the Board, committees and Community to enhance Livingston's mission and vision.

**Requirements:**

Requirements of the Secretary include:

1. Commitment to the work of the organization
2. Willingness to serve on committees and attend committee meetings
3. Attendance at monthly Board meetings, committee meetings when needed, Annual General Meetings, and membership meetings
4. Support of and participation in special events and fundraising activities
5. Knowledge and skills in word processing, organization and filing
6. Member in good standing of the Livingston Community Association

**Term:**

The term shall be two years after election at each Annual General Meeting and shall not exceed four years as outlined in the Bylaws.

**General Duties:**

The Secretary must:

1. Be a member of the Executive of the Board
2. Be in charge of all correspondence of the Association under direction of the President and the Board
3. Ensure accurate minutes are kept of all meetings.
4. Be designated a signing authority on all bank accounts of the Association
5. Ensure that all records of the Association, other than financial records, are properly maintained
6. Ensure that a record of names and addresses of all members is kept by the Director responsible for Membership, and cause all notices of meetings are sent as required



7. Distributes mails received in Community mailbox
8. Carry out other duties as may be assigned by the Board.