

Lake Wallkill Community, Inc.

Job Description

Position Title: Secretary

Reports to: President

Date Created: 9/23/11

Last Reviewed: 5/18/2012

I. Position Summary.

Responsibilities:

- Functions as the corporate Secretary

Essential Functions or Duties

II. Description of Duties

- Attend and actively participate in all duly scheduled meetings of the Management Committee. Takes attendance and determines whether a quorum is present.
- Records minutes for all Management Committee meetings and Executive sessions. Distributes minutes to management committee members for review prior to vote. Following the approval of minutes, posts minutes on appropriate bulletin board (s).
- Harmoniously works together with Management Committee members to solve problems/challenges or capture opportunities for the benefit of the community.
- Stays current, is familiar with and abides by the Lake's By-Laws and Rules & Regulations.
- Review and analyze monthly financial reports provided by the Treasurer.
- Lead or participate in standing or special committees as requested by the President.
- Maintains the records of Lake Wallkill Inc.
- Protects and secures the seal of Lake Wallkill Inc for legal use as required.
- Posts official Lake documents (Treasurer Reports, Schedule of Fees and others as directed by the President) on appropriate bulletin boards.
- Maintains the "New Owner Package" delivered by the Welcoming Committee.
- Maintains a current contact listing of all Management Committee members and periodically provides updates to the Management Committee.

III. Special Duties

- Required to sign all written contracts and written obligations of the Community that have been authorized by a proper vote of the management committee.

IV. Qualifications

- Committed to the Lake Wallkill Community with a history of volunteer activity.
- Effective written Communication skills, able to translate meeting discussion into concise, accurate meeting minutes.
- Capable of meeting the time commitments attendant to the position.
- Computer literacy preferred. Able to send and receive communication by E-Mail.
- Good organization skills essential

V. Accountability

Officers maintain a fiduciary responsibility to the Management Committee and the Membership at large.