

Secretary Position Description

Amelia Park

AMELIA ISLAND, FLORIDA



A Good Place to Live

Role

The Secretary is responsible for overseeing the taking, communicating and maintaining a record of the minutes of the monthly Board and annual members meetings. Responsible for the good governance of the Board by working with and responding to requests from other Board members.

Goals

Accurate & timely recording of

Association meetings

Good governance

Responsibilities & Accountabilities

Record and Communicate Meeting Minutes

1. Oversee the preparation of minutes for review and acceptance by the Board, circulating them in time for review prior to the net Board meeting
2. Assist in the preparation of an agenda for each Board meeting and the annual membership meeting
3. Ensure announcement of each Board meeting is made as required by FL Statute 720

Governance

1. Ensure all meetings and workshops comply with the criteria established in FL Statute 720
2. Assist the Board President and other Board Members in conducting all meetings in line with good governance principles

Collateral

1. Oversee the preparation and transmission of “e-blasts” as needed
2. Manage the reservation and use of the pavilion/Town Center
3. Provide updates to and oversee the Amelia Park webmaster to keep the Amelia Park website up-to-date

Timing

Minutes

1. A record of items discussed or voted upon are corrected and circulated at least 48 hours prior to the each Board meeting
2. Notices of each Board meeting are posted 48 hours in advance of each Board meeting
3. Minutes of meetings are posted on the APNA website within 14 days of being approved by the Board

Governance

1. Ongoing
2. Monthly
3. As needed

Secretary Position Description

Skills Required

- Ability to accurately record and present meeting minutes
- Working knowledge of FL Statute 720
- Ability work collaboratively and form positive working relationships
- Ability to communicate with assigned committee chairs
- Ability to present in small and large group settings

Associated Committees

- Governance
- Long Range Planning

Personal Time Required

An average of 5 to 10 hours per month is required to successfully complete the position requirements.