



## **JVOA Position Description:**

### **Secretary**

#### **Role and Responsibilities**

The Secretary is the record keeper of the association. The Secretary maintains and publishes agendas and minutes of all meetings and proceedings of the Board and the members of the community.

#### **Term of Office**

The Secretary holds the position for the term of one year. Each year, after Board elections are held, the new Board determines who will hold which position for the following year. The Secretary of the association of the association may be a Board Director or may be appointed by the Board as a non-voting officer. The Secretary holds the position for the term of one year. Each year, after Board elections are held, the new Board determines who will hold which position for the following year.

#### **Specific Responsibilities**

- Notify the community of upcoming meetings and events
- Record meeting minutes and publish draft and final versions
- Maintain the historical record of meeting minutes
- Maintain membership registry of names and addresses
- Maintain 55+ community compliance registry
- Perform other duties as assigned by the Board

#### **Desired Skills**

- Excellent communication skills, both written and oral
- Highly organized
- Customer service-oriented
- Committed to the best interests of the community as a whole
- Calm judgement
- Computer skills: Microsoft Word, Excel, e-mail, scanning documents, and texting