



MBHOA SECRETARY DUTIES

The Secretary is responsible for:

1. Minutes (regular, AGM):
 - a) Transcription
 - b) Circulation to Board members and AGM Minutes to membership (see Item 6).
 - c) Circulation of approved Minutes to Property Manager (note draft minutes are NOT sent). Property Manager distributes approved Minutes to any members requesting them.
 - d) Archiving
 - e) Sign copies of monthly Minutes with President for official records at property manager's for the Annual Audit (generally end of April, early May)
2. Agendas:
 - a) Compiling (with the President), ensuring carry-forward of tabled items
 - b) Include with Notice of Meeting (Board meetings or AGM)
 - c) Archiving
3. Correspondence:
 - a) Mailing as assigned by the Board
 - b) Letters/cards/condolences as assigned by the Board
 - c) Archiving (includes any/all correspondence which may be sent out by any Board member)
4. Mail:
 - a) Pick up – Secretary has only mail box key. [Mailbox (first 1) is located at extreme top left of left bank of mailboxes in Marina Bay mailbox area.]
 - b) Cataloguing for the Minutes and ensure appropriate board members receive the info/requests for handling
 - c) Archiving
5. Booking:
 - a) Yacht Club for regular meetings
 - b) Location for AGM and maybe AGM Social (generally in conjunction with Social Committee and early in the calendar year).
6. AGM:
 - a) With President, compile and ensure distribution of Notice of Annual Meeting and Agenda to members, including Proxy. **Deadline: Mid-April.**
 - b) Prepare AGM attendance sheets for member completion (may request update of individual mailing address and email address) and tabulate proxies. Count attendees to ensure quorum requirements.
 - c) Take and transcribe Minutes (see 1 above).
 - d) Update official documents (by-laws, rules and regulations, etc.) if required.
 - e) Ensure mail-out of Minutes to membership by Property Manager, including updated Contact List. Include updated By-Laws, Rules & Regulations, Architectural Controls Amendments sheet, etc. if appropriate. **Deadline: at latest mid-July.**
 - f) Compile package of any additional information presented at AGM to be included with Minutes for archiving.
 - g) Notify Alberta Registries of any by-law changes.
7. New Homeowner Information Package:

Update/add/delete information appropriately [at minimum, after AGM, including Contact List (remember contact info for Property Manager), Architectural Controls Amendment, By-Laws, Rules & Regulations, Social Events Calendar, etc.] and ensure Property Manager updates their files for distribution of the package to new homeowners.
8. Filing Cabinet:
 - a) Marina Bay locked filing cabinet is located in maintenance storage area on lower floor of Yacht Club (accessible only from outside lower maintenance entrance, security for the maintenance area **must** be disabled from that entrance).
 - b) Filing cabinet key is on main board set of keys.
 - c) Extra files and hanging folders are in the cabinet.
9. Other

- a) With Property Manager, complete and return MBHOA Annual Return (received from Government through Property Manager). There's a List of Directors form that comes this way, too.
- b) Review Item 6.9 of By-laws.

Time Commitment: average 6-10 hours per month including meeting time

2007-10-26