

CHAMPIONS COMMUNITY IMPROVEMENT ASSOCIATION

SECRETARY

DUTIES AND RESPONSIBILITIES

The Secretary shall:

1. Keep the minutes of all Board meetings, distribute the minutes to the Board members, obtain approval of minutes, and maintain the minutes (digital and back-up).
2. Schedule the Board meetings at John Wesley United Methodist Church, notify Board members of schedule and the newsletter editor for publication in the Champions Community Bulletin.
3. Sign with the President or Vice President in the name of the Association all contracts, conveyances, transfers, assignments, authorizations, and other instruments of the CCIA.
4. Maintain permanent files on all contracts, litigation documents, deed restrictions, by-laws, Board Members Responsibilities and Procedures, etc. on behalf of the CCIA.
5. Prepare new Board Member Packets when new Board Members are elected.
6. Maintain Board Member's contact information, distribute to Board as needed and when changes are made, also forward applicable information to the newsletter editor for publication in the Champions Community Bulletin and to the Membership and Activities Director for the Directory.

General:

1. Attend the monthly Board Meeting which is the first Tuesday of every month at 7:00pm at John Wesley United Methodist Church.
2. Attend the Annual Meeting which is the 3rd Tuesday of March at 7pm at John Wesley United Methodist Church.
3. The CCIA is a tax exempt organization. Any items purchased on behalf of the CCIA are tax exempt, thus a copy of the CCIA Tax Exemption Certification must be presented when making purchases.
4. At the end of your term, forward all applicable documentation pertaining to your position to the new Secretary.