

Secretary Responsibilities and Duties

The Hebgen Lake Estates (HLE) Association Secretary is an integral part of the board. The role of the HOA Secretary is to manage all of the documentation and record-keeping within the association. Since they are responsible for all official documentation, part of their function is to stay compliant with all board policy requirements. Another key function of the role of Secretary is to review and ensure all official documents are continually updated.

Secretary's specific duties include:

- Writes up the monthly board, annual, and any special meeting minutes as soon as possible after the meetings.
- Maintains minutes of all scheduled meetings and any special meetings.
- Receives all official requests coming before the board.
- Manages the annual weed spraying contract and scheduling activities for the community; maintains the association's weed spraying map.
- Posts information on and maintains the HLE website and is the primary board member to check HLE email account for community responses.
- Sends out emails and maintains the board's Constant Contact account.
- Officially announces and records the election of new board members.
- Reviews and approves other matters coming before the HLE Board.
- Serves on the Architectural Review Committee responsible for reviewing and recommending approving all residential construction, outbuildings, fences, and landscaping within the neighborhood. As Secretary, votes to approve/disapprove all construction activities in the community. Reviews and approves other HLE matters.
- Serves as Chair of the Community Development Committee, and chairs other designated working committees.

Additionally, as part of the board of directors of a nonprofit, the Secretary shares the following primary legal duties:

- A duty of care ensuring prudent use of all association assets, including common space, people, and good will.
- A duty of loyalty ensuring that the association's activities and transactions are primarily advancing its mission. Make decisions that are in the best interest of the association, and not in the best interest of the individual board members.
- A duty of obedience ensuring the association obeys applicable laws and regulations; follows its own bylaws; and adheres to its stated purposes/mission.