

Position : Secretary

In addition to the general duties and expectations listed above, the Secretary shall also be expected to perform the following :

The Secretary shall attend all meetings and prepare and keep minutes of board meetings. These minutes are to be typed and provided to the board members such that they can be reviewed and discussed for approval at the next meeting.

The Secretary shall carry on any necessary correspondence on behalf of the Association with the approval of the President and Board of Directors.

The Secretary shall be responsible for the communicating of meeting notices.

Collect committee reports when applicable.

The Secretary, along with the Treasurer, shall keep a list of the members of the Neighborhood Association and their respective contact information.

Maintain a register containing each Director's address, phone number, email, and term of office.

On average, the Secretary can anticipate spending between 4-5 hours/month on HMPNA-related activities, depending on whether they plan any special events beyond their monthly meeting.