

Hawk Ridge Estates Association Board Position Description

Title:	Secretary
Term:	3-year elected term

Position Overview

Organizations are required by law and by custom to maintain certain records for several purposes, including:

- Accurate recollection of decisions.
- Determination of eligibility to vote;
- Continuity of policies and practices; and
- Accountability of directors and officers.

Bylaws and State Law References

Bylaws Article 6.4

MN Nonprofit Corporation Statute <https://www.revisor.mn.gov/statutes/cite/317A>

Accountability

The Secretary is accountable to Members, as specified in the bylaws. Through the Board of Directors (BOD), certain duties of the Secretary may be delegated to the President, Board members and/or committees as appropriate; however, the accountability for them remains with the Secretary.

Duties and Responsibilities

- Serve as voting member of the Board.
- **Custodian of records: Ensures that the organization's records are maintained as required by law and made available when required by authorized persons.** These records may include founding documents, (e.g., letters, articles of incorporation, the Declaration, Rules and Regulations, Current Bylaws, Policies), lists of directors, board and committee meeting

minutes, financial reports, and other official records. These files are stored digitally in an online account.

- **Membership Records:** Ensures that official records are maintained of members of the organization and Board. This task is delegated to the Treasurer to perform via online software with assessment payments. He/She ensures that these records are available when required for reports, elections, referenda, other votes, etc.
- **Bylaws:** Ensures that an up-to-date copy of the bylaws is available at all meetings.
- **Communication:** Ensures that proper notification is given of directors' and members' meetings as specified in the bylaws. Manages the general correspondence of the BOD except for such correspondence assigned to others. Keeps Board meeting and Annual Membership meeting dates on MS Teams and PayHOA Calendars. Serves as the general contact person for the Association on the website <https://hawkridgeestates.org>.
- **Meetings:** Participates in regular and video/teleconference Board meetings. Provides items for the agenda and records meeting minutes for quarterly board meetings. In the absence of the President or Vice President, the Secretary calls the meeting to order, and presides at meetings. Arranges for rental of a facility for the Annual Membership Meeting as directed by the Board.
- **Signing Officer:** *May* be designated by the BOD and/or bylaws as one of the signing officers for certain documents. In this capacity, the Secretary may be authorized or required to sign or countersign cheques, correspondence, applications, reports, contracts or other documents on behalf of the organization. The Secretary is not currently a signing officer.
- **Filing of Documents:** Works with the treasurer ensuring that documents necessary to maintain the corporation are filed. Completes the annual corporation renewal with the Minnesota Secretary of State (<https://mblsportal.sos.state.mn.us/Business/Search>) by December 31st of each year.
- Performs other duties as requested by the President or the Board.

Qualifications

This is an extraordinary opportunity for an individual who is passionate about the Association mission. Ideal candidates will have the following qualifications:

- A commitment to and understanding of the Association's membership, preferably based on experience
- Displays maturity and sound judgment, as well as competent decision-making skills
- Strong oral, written, and organizational skills; website editing and desktop publishing skills a plus but not required
- Personal qualities of integrity, credibility, and a passion for the Association.

Service on the Association's Board of Directors is without remuneration. Reimbursement for expenses in relation to the Board Members' duties is available.

Board member orientation will be provided along with specific orientation for this position. Templates are available to assist accomplishing the minutes and other tasks assigned to this position.

Board Terms and Participation

- The position of Secretary is for a two-year, elected term.
- In addition to quarterly Board meetings (2-hours each), the following time requirement is estimated:
 - Board meeting review of materials: 1 hour quarterly
 - Board meeting minutes (writing, coordination, review): 1-2 hours quarterly
 - Membership Records: 0 hours annually
 - Association Records: 4 hours annually
 - Other Duties as designated by President:

Compliance with the Federal Corporate Transparency Act 2021

Board Members are required to provide the following information to be in compliance with this law, effective January 2025. This information is submitted to the Federal Financial Crimes Enforcement Network where it is stored securely. Hawk Ridge Estates Association is a nonprofit corporation, so the law applies. More specific information is available to review this new law and its impact on HOAs.

- Name;
- Date of birth;
- Address; and
- Copy of either a non-expired U.S. driver's license, a non-expired U.S. passport, or a nonexpired identification document issued by a State.