

SECRETARY

MLPOA Job Description

*BY-LAWS ARTICLE II Sec 2,
ARTICLE V & VI Section 8
All Rules & Regulations*

*Required to abide and is subject to all Articles of Incorporation, By-laws,
Covenants and Rules & Regulations as written for MLPOA.*

Task Calendar:

MONTHLY

- Maintain and keep current files and records pertaining to property owners, MLPOA business, newsletters, correspondence, monthly minutes and agendas for Board Meetings, annual minutes and agenda of Property Owners Meetings – including files at the Caretaker's Cabin at Manor Lands.
- Take notes at meetings, type and distribute minutes to all Board members as soon as possible after each monthly meeting.
- Prepare and mail newsletters quarterly to all property owners. (There is a list of property owners who receive their newsletters electronically through their email addresses. These are sent by the ML Website Chairman.)
- Purchase materials, i.e., paper, envelopes, stamps, printing, etc.
- Collect and turn over receipts for reimbursement to MLPOA Treasurer monthly for reimbursement.
- Update MLPOA Property Owners List as properties are sold, and as information regarding "change of address" is received, via Board of Directors, MLPOA Caretaker and/or MLPOA members by phone, email or letter.
 - Forward this information to ML Website Chairman
 - Forward this information to Welcoming Committee
 - Forward this information to Lot Review Committee
- Secretary will be the custodian of the lists and, per the ML Bylaws, in turn will inform the rest of the ML Board of Directors of any changes that occur by email or monthly ML Board Meetings. All changes must be researched before actual change to the official records and lists is made and oversee the LRC to do the research on a quarterly basis.
- Update MLPOA Property Owners List by November each calendar year. Coordinate with Lot Review Committee and Accountant (via Treasurer) to synchronize lists.
- Maintain accurate and current titles to all vehicles. (These are filed in the ML safe deposit box.)

- Schedule monthly ML Board Meetings and MLPOA Annual Meetings and notify ML Board.