

BLACK POINT BEACH CLUB ASSOCIATION

Job Description: SECRETARY

The Secretary will:

1. Attend all meetings of the Board of Governors and other such meetings as requested by the Board of Governors;
2. Provide Board of Governors a schedule of meetings each year for review and approval; file approved schedule with the East Lyme Town Clerk according to Connecticut State Statute guidelines.
3. Prepare materials for Board of Governors meetings; post notices and/or agendas of these meetings on website, at clubhouse, and with the East Lyme Town Clerk; take, prepare, distribute and file the minutes of such meetings in accordance with the requirements of the Freedom of Information Act (FOI);
4. Be knowledgeable about, and keep updated on, FOI requirements;
5. Pick up mail from Post Office and arrange for distribution of mail received in the name of the Board of Governors. Respond in writing for the Board of Governors as requested by the Board;
6. Maintain records, copy and distribute such in accordance with FOI and as directed by the Board of Governors;
7. Research records as directed by the Board of Governors and prepare reports from such research;
8. Update the Association Grand List as required under the direction of the Association Tax Collector;
9. Perform other tasks in this domain as requested by the Board of Governors for the best interests of the Association.
10. Check BPBC email account daily. Acknowledge receipt of all e-mail correspondence (but do not offer comments or responses to e-mails). Forward correspondence to the BOG or other appropriate staff as necessary, and, if needed, Chairperson or Vice Chair will respond to e-mails.
11. Draft correspondence on behalf of BOG (may only be sent with approval of Chair or Vice Chair)
12. Maintain the Association's website; administer the Association's social media accounts (only offer replies to questions or comments with approval from Chair or Vice Chair).

Work year: 12 months
Workday: The time required fulfilling the duties described above

Revised 9/25/15