

Secretary Description and Authorization

Purpose: The Secretary's primary responsibility is to record minutes of all meetings of the Board of Directors or members. The Secretary must be a member in good standing of the Kings Park West Civic Association. The Secretary is a member of the Kings Park West Board of Directors and, as such, has a vote at Board meetings as well as member meetings.

Scope: The Secretary shall:

- Record minutes of all meetings of the Board of Directors or members,
- Keep Association records other than the financial records held by the Treasurer, ensuring that they are maintained as required by the Virginia Nonstock Corporation Act,
- Prepare the statutorily required members list for each meeting of members and assist in determining the existence of a quorum at such meetings,
- Attend to Association correspondence, and
- Attend to other record-keeping duties as directed by the President.

Additional Tasks: The Board shall:

- Help oversee the affairs and actions of the Association
- Shall help to fulfill the responsibilities and requirements of the Virginia Nonstock Corporation Act
- Shall help to set the scope of assignments of standing committees
- Shall help to establish special committees as needed to accomplish Association activities
- Shall help to formulate a proposed budget, to begin on 1 October, subject to approval of the members
- Shall help to be responsible for authorizing expenditures at variance from the approved budget
- Shall help to take necessary action, within the purpose and intent of the Articles of Incorporation and the Bylaws, to protect the rights and interests of the Association
- Shall coordinate the approval of meeting minutes with the Board of Directors
- Shall coordinate with the KPWCA Chair of the Social Media Team (webmaster) to post meeting minutes on the Kings Park West website
- Shall keep an electronic archive of meeting minutes

Authorization: The Secretary shall be elected individually by plurality vote of the voting members of the Association. An elected Secretary serves for a 2 year term with the term beginning in even-numbered years. No member shall serve in the same Board of Directors position for more than three (3) consecutive terms. After serving three (3) consecutive terms, or during the process of serving up to three (3) terms, a Board member may move to another Board position if approved by membership. When determining consecutive terms served, a partial term of more than one (1) year shall be counted. A partial term of one (1) year or less shall not be

counted. There must be a break of at least one year before a Director who served three consecutive terms can serve again as a Director. At the conclusion of their elected terms, Directors shall continue to serve until their successors are duly elected and installed.

Signed,

A handwritten signature in blue ink, appearing to read "Sarah Lennon", is written over a light yellow rectangular background.

Sarah Lennon
President, KPWCA Inc.

Date: 5/31/21