Uplands Homeowners' Association (UHA)

SECRETARY ROLES & RESPONSIBILITIES

As a director of the Association, this role includes the general duties of all officers to supervise the affairs of the UHA, participate in the establishment of rules and regulations of the UHA, and to support the other members of Board of Directors in conducting the business of the UHA.

Secretary - Role:

Ensure the operations of the UHA adhere to the governance framework (see the Articles of Association), ensure the efficient administration of the UHA, ensure compliance with statutory and regulatory requirements and ensure decisions made by the Board of Directors are actioned and implemented.

Secretary - Responsibilities:

- Establish and maintain an annual calendar of Board meetings and key activities.
- Schedule and communicate upcoming Board and committee meetings.
- Manage the agenda for Board and committee meetings.
- Attend, record and distribute the minutes, attendance and decisions of Board and committee meetings.
- Create and update an action log subsequent to each board meeting and track completion status.
- Schedule and coordinate the Annual General Meeting and associated proxy solicitation.
- Ensure the preparation of a roster of eligible voters at the AGM and record attendance.
- Schedule and coordinate additional community meetings as required (e.g. Fall Meeting, Special Meetings…).
- Attend, record and distribute the minutes and decisions of membership meetings.
- Ensure the integrity of all corporate records and correspondence including the maintenance of the Trello document filing system for all Board matters.
- Coordinate with the Facility Manager to address regular community newsletters and preparations for the community meetings and monthly Board meetings.
- Take custody of the official Association Bylaws and bring to all meetings for reference.

Board of Directors - General Responsibilities:

- Participate in Board and Association meetings and contribute to decision making.
- Support all decisions passed in Board meetings.
- Approve the annual budget of the Association.
- Determine the amount of membership fees for the following year.
- Listen to neighbours and bring their concerns and suggestions to the Board.
- Communicate the rules and regulations of the Association to members and non-members as required.