

**Position:** Secretary

**Term:** One Year

**Qualifications:** Must be a lot owner in good standing. Should have basic skills with word processing and email software, as well as the ability to learn website content development under the guidance of the webmaster.

**Job Duties:**

From Living in Lake Lucerne, 400 Regulations:

“The secretary shall give notice of the annual and all special meetings to the members of The Lake Lucerne Club Company. He shall keep minutes of all meetings of The Lake Lucerne Club Company and of all meetings of the Board of Trustees. He shall conduct the correspondence of The Company and be custodian of its records and documents. He shall sign with the president, all contract and other instruments when so authorized by the Board and shall perform such other functions as may be incident to the office.”

1. Minutes

- a. Records, distributes and archive meeting minutes for the monthly board meetings, as well as the annual community meeting
- b. Board meeting minutes distributed to the board at least one week prior to the next board meeting for review and approval
- c. Annual meeting minutes are distributed to the community after being approved and reviewed by the board.

2. Communications

- a. Updates resident email addresses on the Lake Lucerne website as needed
- b. Sends email communications out to residents on behalf of the board as well as other approved communications regarding Lake Lucerne events or business
- c. Maintains content on Lake Lucerne website
- d. Posts updates to other social media such as the Lake Lucerne Facebook page and Nextdoor, promoting engagement of the community around events, improvements, safety and community spirit.

3. Cosigns all contracts (Section 400, Living in Lake Lucerne)

4. Signs notices of lien filed with the County Recorder's Office, Geauga County (Section 400, Living in Lake Lucerne)

5. Annual meeting

Lake Lucerne Club Company  
Board of Trustees Job Description

- a. Distributes and collects proxy cards
  - b. Notifies residents who are ineligible to vote prior to the meeting  
(Section 500, Living in Lake Lucerne)
  - c. Ensures that a quorum is present, either in person, or by proxy
  - d. Records/publish minutes
6. Document Archiving
- a. Insures that all relevant Lake Lucerne documents are electronically stored and accessible to the Lake Lucerne Board & Trustees