

NEPCO Board of Directors

Position Descriptions, Responsibilities, Activities and Contacts

Secretary

Position Description:

NEPCO Bylaws Section 7.03: Secretary. The Secretary shall, under the direction of the Board of Directors, keep all records of business transactions, send notices of meetings as required, take, record and publish minutes of each meeting, maintain a complete membership roster and voting list, serve as secretary to the general active membership and perform such other duties as ordinarily pertain to the office of the Secretary.

Responsibilities:

1. Maintain NEPCO official records
2. Send meeting notices
3. Record and distribute minutes of all meetings
4. Maintain the official membership roster
5. File the annual non-profit Periodic Report with the State of Colorado

Activities required by the responsibilities:

1. Maintain the NEPCO roster and master email distribution list of all NEPCO HOA Representatives and Presidents, Associate Members and Honorary Members
2. Attend all General Membership meetings, Board of Directors meetings and Special Meetings, and be prepared to discuss agenda items at each meeting
3. Send email notice to members announcing each General Membership meeting date, time, location and guest speakers
4. Record attendance at each meeting
5. Provide a Secretary's Report and quorum status at each General Membership meeting
6. Write the minutes of each General Membership meeting within two weeks of the meeting, obtain a review of the draft by the Board of Directors, and email the distribution of the final minutes to the membership and the Webmaster
7. Write the minutes of each Board of Directors meeting within two weeks of the meeting, obtain a review of the draft by the Board of Directors, and email the distribution of the final minutes to the Board and the Webmaster
8. Complete action items assigned to the Secretary by the Board of Directors
9. Facilitate the annual update of the HOA Information Matrix by the HOA members for posting on the website
10. Maintain a chronology of HOA member attendance at the General Membership meetings and report this to the Board of Directors
11. Bring large NEPCO area of interest map to the General Membership meetings and serve as quartermaster for this map

12. Draft amendments to the Bylaws as directed by the Board of Directors
13. File the annual non-profit corporation Periodic Report with the Colorado Secretary of State web site in June of each year

Contacts:

1. NEPCO HOA Member Representatives and Presidents for distribution of info (see NEPCO Representatives roster and contact list held by the secretary)
2. NEPCO Associate Members for distribution of info
3. NEPCO Honorary Members for distribution of info
4. Colorado Secretary of State web page for filing annual Periodic Reports
 - a. Entity.subscribe@sos.state.co.us
 - b. NEPCO ID # is 20001109613
 - c. Usually get an email notice in June; report due September 30
 - i. Click on attachment in email and follow instructions
 - ii. \$10 fee; penalty for late filing; use NEPCO debit card
 - d. Contact is business@sos.state.co.us or phone 303-894-2200

Bob Swedenburg
Secretary

10 August 2018