

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 the membership database upon receipt of updated information, 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 in collaboration with the Treasurer and Membership Director
2. Send meeting notices
3. Record and distribute minutes of all Board and General Membership meetings
4. Maintain the official membership database upon receipt of updated information
5. File the annual non-profit Periodic Report with the State of Colorado

Activities required by the responsibilities:

1. Maintain the NEPCO membership database 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 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, email the distribution of the final minutes to the membership, and post on the website and the archive drive
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, email the distribution of the final minutes to the Board, and post on the website and the archive drive
8. Maintain and track action items assigned by the Board of Directors
9. Maintain a chronology of HOA member attendance at the General Membership meetings and report this to the Board of Directors
10. Draft amendments to the Bylaws as directed by the Board of Directors
11. 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
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. \$25 fee; penalty for late filing; use NEPCO debit card or personal credit card and get reimbursed
 - d. Contact is business@sos.state.co.us or phone 303-894-2200

Bob Swedenburg
Vice President

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