

# **THE BOARD SECRETARY:**

ROLES AND RESPONSIBILITIES IN COMMUNITY ASSOCIATIONS

Fourth Edition

A Guide for Association Practitioners

By Anita Hagerty Schenk, PCAM® & P. Michael Nagel, ESQ.



Community Associations Press  
Alexandria, VA

ISBN 0-944715-83-4

The Board Secretary: Roles and Responsibilities in Community Associations  
Fourth Edition

© 2003 Community Associations Press, a division of Community Associations Institute, 225 Reinekers Lane, Suite 300, Alexandria, VA 22314. Previously published as *The Role of the Association Secretary, Guide for Association Practitioners (GAP) Report #18*.

All rights reserved. No part of this book may be reproduced, stored in a retrieval system, or transmitted, in any form or by any means, electronic, mechanical, audio, visual, or otherwise, without the prior written consent of the publisher.

This publication is designed to provide accurate and authoritative information in regard to the subject matter covered. It is sold with the understanding that the publisher is not engaged in rendering legal, accounting, or other professional services. If legal advice or other expert assistance is required, the services of a competent professional should be sought.

—From a Declaration of Principles, jointly adopted by a Committee of the American Bar Association and a Committee of Publishers.

Forms appearing in this book are samples only. Readers are encouraged to seek the advice of qualified professionals to determine which forms are appropriate for their circumstances and compatible with local and state law.

For a complete list of all titles published by Community Associations Press, please write to 225 Reinekers Lane, Suite 300, Alexandria, VA 22314, call (703) 548-8600, or visit [www.caionline.org/bookstore.cfm](http://www.caionline.org/bookstore.cfm).

#### Library of Congress Cataloging-in-Publication Data

Schenk, Anita Hagerty.

The board secretary : roles and responsibilities in community associations : a guide for association practitioners / by Anita Hagerty Schenk, P. Michael Nagel.-- 4th ed.  
p. cm.

Rev. ed. of: The role of the association secretary.

ISBN 0-944715-83-4 (alk. paper)

1. Homeowners' associations--United States--Management. 2. Condominium associations--United States--Management. 3. Corporation secretaries. I. Nagel, P. Michael. II. Schenk, Anita Hagerty. Role of the association secretary. III. Title.

HD7287.82.U6S34 2003

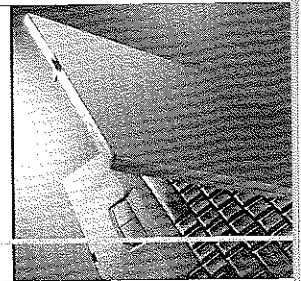
333.33'8'0684--dc22

2003018737

Printed in the United States of America

# INTRODUCTION:

## BACKGROUND AND KEY POINTS



AN ASSOCIATION IS A BUSINESS and—like any other—must preserve its history, maintain its records, and protect itself from liability. It is the association secretary who is assigned this responsibility. The secretary (or secretaries) should be efficient, well organized, and have a commitment to the future of the association. No matter how competent the secretary, there is much to be learned about keeping good corporate records. The association's first-ever secretary will wonder where to begin and how to set up a flexible and efficient recording system.

If the association is volunteer-managed, it is wise to spread the secretarial responsibilities among two or three people. However, if the association hires a manager it can request that he or she perform some of the association's secretarial tasks. When selecting a manager or management company, the board should specifically state the secretarial tasks for which the manager will be responsible. This guide is designed to help new association secretaries as well as those who want to improve their procedures.

### KEY POINTS

- The secretary prepares and distributes board meeting notices, and records meeting minutes and resolutions.
- The secretary affixes the corporate seal to legal documents, and witnesses and verifies signatures on documents.
- The secretary accepts and verifies proxies for annual or special membership meetings.
- The secretary maintains all of the association's records, and files necessary forms with state agencies.