

Wilderness Trails Homeowners Association

Roles and Responsibilities - Secretary

The Secretary has a fiduciary obligation to put care for the community above prejudice, self-interest, or other demands.

Duty of Care –

- Make decisions based on what is best for the community.
- Provide due diligence to make well-informed decisions.

Duty of Loyalty

- Set aside personal interests (avoid conflict-of-interests)
- Put the well-being of the community first when making decisions.

Duty to Act

- Carry out obligated task.
- Do not make decisions or regulate outside scope of authority.

Duty of Confidentiality

- Maintains confidential information concerning the board and community members.

Essential tasks of the Secretary include the following –

- Distributes agenda and relevant documents at all board and community meetings.
- Prepares official board meeting minutes.
- Assure that documents are filed and accessible.
- Oversees the maintenance of the community homeowners addresses and contact information.
- Provides safe keeping of all official contracts.
- Publishes notices of scheduled meetings via emails, mailings or posting on social media (Wilderness Trails Facebook page).
- Regularly obtain mail from PO box
- Provide new homeowners with a welcome packet.
- Maintains and coordinates contracts with common services (Trash/Salt and Snow Removal/Mowing)
- Knowledgeable about WTOA governing documents.