



## **Oak View Estates Homeowners Association Job Description: Secretary**

### **Position Summary**

The Secretary is the official record-keeper and communications hub of the Association. This role ensures accurate documentation of all meetings and decisions and handles all official correspondence.

### **Term of Office**

One (1) year, beginning the first day of the fiscal year following the September Annual Meeting. May serve no more than two (2) consecutive terms in the same office (Bylaws Article VII, Section 1).

### **Eligibility**

Must be a Member in good standing (dues paid in full).  
Must own property or reside in the subdivision.

### **Key Responsibilities (per Bylaws Article VII, Section 2(c))**

Keep a full and correct record of all proceedings of the Association and the Board of Directors.  
Conduct all internal and external communication activities.  
Handle all correspondence, mail reports, bulletins, and notices.  
Maintain charge of all Association records except those kept by the Treasurer.  
May establish and appoint committees and committee chairpersons as needed to fulfill these duties.  
Perform any additional duties delegated by the President or the Board of Directors.

### **Additional Duties**

Prepare and distribute meeting notices and agendas.  
Maintain membership lists, proxy forms, and official documents.  
Ensure compliance with Texas open-meeting and record-keeping requirements (Property Code Chapter 209).

### **Time Commitment**

Quarterly Board meetings + two annual membership meetings.  
Additional time for correspondence, record-keeping, and notice preparation (estimated 4–8 hours per month on average).

### **Compensation**

Volunteer position – no salary.  
Reimbursement of approved out-of-pocket expenses up to \$50 every three months (Bylaws Article VI, Section 2(e)).

### **Accountability**

Elected by and serves at the pleasure of the membership. Reports to the Board of Directors and is ultimately accountable to the Members in good standing.