

**POINT O'WOODS ASSOCIATION, INC.**  
**POSITION DESCRIPTION**

**POSITION:** Secretary to the Board of Governors

**JOB PURPOSE:** Support Point O'Woods Association's Board of Governors and operations by maintaining association communications and records as well as ensuring compliance with the Charter and other regulatory requirements.

**JOB DUTIES:**

- Schedules Monthly Board Meetings, develops the agenda and handles the minutes
- Consolidates Board of Governors, WPCA, Treasurer, and Womens' Club reports to publish the Call to the Annual Meeting per Charter requirements
- Provides guidance to the Office Administrator in managing workload and establishing priorities
- Provide back up to the Office Administrator in the office, website, etc.
- Designs and develops processes and standard work to improve workflow and operating efficiency
- Drafts communications and documents as the Board requires

**COMPLIANCE:**

All actions and activities will ensure compliance with legal and regulatory requirements (i.e., Freedom of Information, Point O'Woods Charter and Ordinances, FOI, DOL, etc.).

**Skills/Qualifications:**

- Strong communications skills
- Time management, follow through, attention to detail
- Ability to operate independently, analyze situations, establish priorities and engage the appropriate resources as required
- Effective team player
- Computer skills including Internet, Microsoft Office, Wordpress (optional, easily learned with tutorials)