

NEW HORIZONS SOUTH BAY ASSOCIATION

22727 MAPLE AVE., TORRANCE, CA 90505
(310) 325-3080 Fax (310)325 8926

CHARTER SECRETARY

PURPOSE -

1. Direct all secretarial functions required by the Board of Governors and incorporated in the Association's By-laws.
2. Direct the activities and operations of the Association's condominium office.
3. Coordinate resident and association relationship with appropriate committee and the Board of Governors.

ORGANIZATION -

1. Chairman is an elected member and Secretary to the Board of Governors
2. Deputy Chairman (Assistant Secretary),
3. Committee Secretary
4. Newsletter correspondent (optional).
5. The committee is comprised of volunteer residents of the condominium

RESPONSIBILITY -

1. **Committee Chairman:**
 - a. Complies with the requirements prescribed by Article VI, Section 8 of the By-laws of New Horizons- South Bay Associati
 - b. Reviews established "Charter for Committee Chairman" and proceeds accordingly.
 - c. Reviews current committee membership and obtains new members as required.
 - d. Presides at all Committee meetings and represents the committee at the Board of Governors.
 - e. Presides as Secretary for the Board of Governors.
 - f. Manages the Association's condominium office.
2. **Deputy Chairman:**
 - a. Acts for the chairman in his absence.
 - b. May perform all functions except make a motion or vote on matters being considered by the Board of Governors.
3. **Committee Secretary:**
 - a. Takes and prepares minutes of the secretarial committee meetings
 - b. Submits minutes for review to the committee chairman.
4. **Committee Members:**
 - a. Attend meetings,
 - b. Assist the Chairman in accomplishing the objectives and responsibilities of the committee
 - c. Perform functional duties associated with the condominium office, as delegated by the chairman.

PRINCIPAL FUNCTIONS;

1. Keeps, or causes to be kept, a book on minutes of all Board of Governors and owners meetings including -
 - a. Time and place of meeting.
 - b. Whether regular or special. If special, how authorized.
 - c. Notification given to owners. (Newsletter)
 - d. Names of Board members present.
 - e. Number of unit votes present or represented at owners meeting.
 - f. Proceedings thereof.

Keeps, or causes to be kept, an owners register showing names of owners with their unit numbers.
Gives, or causes to be given, notice of all meetings of owners and Board of Governors.

Presides over election and voting procedures as directed by Board of Governors.

Concurs, with the Treasurer and Board Chairman, in the hiring or termination of the office manager.

Presides over the activities and operations of the Association's Condominium office:

- a. Maintains Association records.
 - b. Initiates and processes new owners and renters work-sheets and agreements.
 - c. Issues and controls badges and key-cards.
7. Prepares and submits annual budget for the operation of the condominium office on forms and instructions furnished by the committee.
- a. Any anticipated expenditure that exceeds the authorized monthly budget dollars is reported to the Budget Chairm action.
 - b. Any new contract, extension of existing contract, or non-budgeted items of services must be submitted to the Buc committee for presentation to the Board of Governors.

The association will begin collection of the maintenance, insurance and roofing payments, such payments to be kept on computer records in the association office. The Office Manager will post the payments to the accounts. The Secretarial committee will assist, whenever necessary, in such capacity as answering telephones and operating the office. (April 15, 1978 -

Updated 1-1-89)

It is mandatory that all Funded Committees clear with the Budget Committee, and the Board of Governors, any transfer of budgeted funds to non-budgeted use, as well as the disposal or transfer of Association funds or equipment.