

POFHOA Secretary

Roles and Responsibilities



This position has no limit to the years it can be held.

- The Secretary shall be appointed by the President and keep minutes of the following meetings:
 - Board of Directors Meeting
 - Annual Meeting held in October
- Notes should include:
 - Date and time of the meeting
 - List of attendees with their positions
 - Agenda Items discussed
 - A record of decisions made and actions taken
 - Other/New Business
 - Adjournment time
 - Submitted by name
- Send a copy of the minutes to the President for approval.
- After approval of the minutes by the President, save a PDF format and send it to the Webmaster to post on our POF Web site www.pofhoa.com.
- At each meeting, read the minutes of the previous meeting.