

## SECRETARY, WEBMASTER, and NEWLETTER JOB DESCRIPTIONS

### SECRETARY/OPEN

D. STUDER

Take board meeting minutes and have posted on website  
Post notices as needed on the website  
Document preparation  
Maintain Bylaws, Covenants & Restrictions  
Organization  
Serve on the Board of Directors  
Record necessary documents with County  
Liaise with County  
City meetings  
Prepare annual report

### WEB MGMT

P. JORGENSEN

Website management  
Database management  
Post notices as directed by Secretary  
Submit website expenses to Secretary for co-approval and submit to Treasurer for payment

### NEWLETTER

Open

Publish community communications 4X/yr  
Distribution of community communications  
Notices  
Communicate with/Welcome with new owners  
Organize social events  
Co-approval of expenses with Secretary and submit for payment