

DSROA Board of Directors – Position Description

SECRETARY

The Secretary's key responsibility is to keep accurate records of board meetings and submit them for publication after board approval. Another crucial role of the Secretary is to notify the board and/or members of scheduled regular or special meetings in a timely manner.

Non-negotiable duties (required duties of the Secretary as outlined in the Bylaws):

Take Minutes
Report Minutes
Maintain Records
Meeting Notifications

Duties required of the Board as outlined in the DSR Bylaws but not therein attributed to this board position (Potentially negotiable):

None

Duties not specified in DSROA Bylaws:

Distribute documents
Record Executive Accountability - Assist the President in keeping track of decisions made, by whom, and date due as well as keep track of items tabled for future action
Participate in the budget process; maintain and report on budget items related to this position and any assigned duties.

Additional duties that may be assigned upon acceptance of the position based on ability and willingness:

Fire Protection – Liaise with County Fire and members regarding fire hazards and protection

Hunting and Wildlife – Liaise with DNR on matters related to hunts on and near DSR. Represent the interests of wildlife on the ranch.

Web Development – Work with volunteers, board members, and outside contractors to develop and maintain the new website. To oversee and support Social Media Relations (including DSROA Facebook page)

Management Company Liaison – Liaise with the Ranch Manager to ensure the goals and objectives of the board are known and are followed in determining/directing projects. To report to the board on the progress, activities, and concerns of the Management Company and to act as their representative when absent from board meetings.

Public Safety and Security – Oversee matters of safety on the roads, on Association property, and to communicate with the board about issues of public safety that may arise.

Gravel Pit Management – Ensure the DSR Gravel Pit is a safe and secure work area and that it is accessible to members and their agents who have paid for and have the capability of loading, crushing, screening and/or transporting purchased gravel.

Fishing Ponds – Oversee management of the ponds including access, docks, stocking, and abating overgrowth.

Wildlife – Represent DSROA in matters related to hunting activities and licenses on the ranch.