

## Ridge@Fairwood Secretary Roles and Responsibilities:

The primary Responsibility of the Secretary is to manage all documents pertaining to the Homeowners Association to include:

- Securing the location for the annual meeting (2<sup>nd</sup> Tuesday, 7p in Nov.) and the Holiday party (1<sup>st</sup> Sunday in December, unless it's the same weekend with Thanksgiving – then moved to 2<sup>nd</sup> Sunday)
- Recording and publishing the meeting minutes for the homeowners and board meetings
  - **Giving proper notice** – the secretary is responsible for giving proper notice of the board meetings and the member meetings 1 month in advance of the meeting.
    - *As a courtesy, an email will be sent out the day before the meeting as a reminder.*
- Obtaining, maintaining and storing all Homeowner Association's current documents to include Meeting Agenda's, Meeting Minutes. By-laws, CC&R's Architectural Reports, Treasurers Reports, special committee reports.
  - **Agenda development** - the secretary coordinates with the association president to assemble the meeting agenda's content. The secretary should conference with the president prior to finalizing the agenda to identify the agenda items and the time needed for each item. The secretary also is the time keeper for the meeting.
  - **Agenda's** are distributed 1 month prior to the board meeting allowing the board members ample time to review and prepare for discussion.
  - **Meeting minutes** – The minutes should capture who was at the meeting and the specific decisions that were made.
  - **Role call** - documentation of Quorum at annual meeting.
- Maintain current homeowners list and publish periodically via email to the homeowners.
- Oversight of the Ridge Holiday Party Planning
- Administer The Ridge HOA website updating and publishing current documentation.
  - **Ridge HOA Website:** <http://www.ridgefairwood.com/>
  - Allows for access to realtors and new homeowners in the area of all Ridge public documents (Including Meeting Agenda's, Meeting Minutes. By-laws, CC&R's Architectural Reports, Treasurers Reports, special committee reports).

### Website Administration:

- **One Time Drop Box Setup (Store files)**
  - Go to Dropbox site: <https://www.dropbox.com/home/RidgeWebsite>
  - Copy files to their respective file folders

### Manage Website on Weebly: <http://www.weebly.com/#login>

- Login: [ridgefairwood@gmail.com](mailto:ridgefairwood@gmail.com) Password: w!ridgesiteBravo-1
  - Follow the instructions below and take the training as required to add, delete, or modify the files and website as required
  - Use the Google Analytics to capture statistics on the website usage.  
<https://accounts.google.com/ServiceLogin?service=analytics&continue=https://www.google.com/analytics/web/&followup=https://www.google.com/analytics/web/>

### Weebly and Youtube How To Instructions:

- How to Do Everything - <http://hc.weebly.com/hc/en-us/categories/200044378-How-to-Do-Everything>
- Beginner's Guide to Weebly Video <http://hc.weebly.com/hc/en-us/articles/201704087-Beginner-s-Guide-to-Weebly>
- Some short tutorial videos specific to our website:
- Viewing comment form entries - <http://youtu.be/OXZ98nJoUcQ>
- Managing documents - <https://www.youtube.com/watch?v=7BitRvitZZs>
- Basic text editing - [https://www.youtube.com/watch?v=9K9n\\_0s\\_6G0](https://www.youtube.com/watch?v=9K9n_0s_6G0)
- Adding a text element - <https://www.youtube.com/watch?v=NSI5C8YgrJs>
- Adding and removing links - <https://www.youtube.com/watch?v=jvc210EAu4Q>
- Logging in to Google Analytics - <https://www.youtube.com/watch?v=yjAesG4-JSo>