

**TRAILER ESTATES PARK AND RECREATION DISTRICT
TRUSTEE DUTIES PP1C**

DUTIES OF THE SECRETARY

THE SECRETARY SHALL:

1. Keep the minutes of board meetings and workshops (Art. VI of bylaws) and maintain a file of both typed minutes and video recordings.
2. Working with the Office Manager; assist as needed with:
 - Review and answer all communications pertaining to the district (Art. VI of bylaws).
 - Keep the chairman and committee chairman informed of matters requiring their attention (Art. VI of bylaws).
 - Post current minutes on district bulletin boards (Art. VI of bylaws).
 - Maintain in the district office a one-volume complete and current set of Rules and Regulations (Art. VI of bylaws).
 - Keep the minutes of board workshops and maintain a file of both the typed minutes and audio recordings (3/18/2002 board motion).
 - Oversee the maintenance of a file of all correspondence received by the board.
 - Arrange for the printing of a park directory as often as requested by the board.
 - Oversee the publishing of the trailer estates tribune.
 - Oversee the publication of all notices for the district in a newspaper recognized by the general population as an official publication----
 - a) Yearly meeting schedules, and
 - b) Any other required notices or publications.
3. Be responsible for all bulletin boards including regular policing and clearing off old material at the end of the month.
4. Schedule yearly activities as per the following (Sect. I, rules governing use of facilities, Rules and Regulations):
 - Each year prior to April 1, receive schedules from clubs and organizations.
 - Schedule, after consultation with recreation trustees, all programs including club, park, state, and area parties.
5. Arrange for seating and equipment for each event seven (7) days in advance, and if needed, make appropriate changes (Sect. IV, Rules Governing Use of Facilities, Rules and Regulations).
6. Sign checks as requested.