

Original Northwood Association
Board Officer: Secretary

Version 2020.01.20

BOARD MEETINGS: Be responsible for scheduling and arranging locations for each meeting. The Secretary will share this information with the board via email at least 2 weeks in advance. One week prior to a scheduled meeting, the Secretary will solicit agenda items from the Board of Directors. Working with the President, the Secretary will prepare the agenda to be printed and distributed at each meeting. During each meeting, the Secretary will keep minutes. All files will be kept in the Google Drive. Minutes from prior meetings will be circulated for board review prior to the next scheduled meeting. Once approved, minutes are shared with the Communications Chair to be posted to the web-site.

There are several types of meetings to be held:

- Regular Monthly meetings will be held to discuss Board business. These meetings have typically been held at board member's homes on a volunteer basis; however, other venues can be considered. These meetings, per bylaws, are open to the neighborhood and should be posted.
- Quarterly Quarterly meetings allow a larger group of neighbors to attend in order to be updated by the Board and to raise issues of importance to the neighborhood. These meetings are typically held in a larger venue (e.g, MSU or the YMCA). Quarterly meetings are held in March, June, and December.
- Annual The Annual meeting allows the neighborhood to vote for incoming Board members. This meeting is typically held in a larger venue (e.g., MSU or YMCA). The Annual meeting is held in September. Newcomers' Picnic is held the weekend before to be sure to reach a quorum in voting for the board elections.

CORRESPONDENCE: The Secretary, working with appropriate Board members, will be responsible for all correspondence for the Original Northwood Association.

- Baltimore City Offices Maintain a mailing list (name, position, address, telephone, and email address) for all Baltimore City Offices that are pertinent to the Board doing business on behalf of the neighborhood.
 - During transition of leadership (e.g., change of president and/or committee chair who serves as the liaison to that office), the secretary shall update that office with the new name and contact information for the board member.
- Maryland State Offices Maintain a mailing list (name, position, address, telephone, and email address) for all Maryland State Offices that are pertinent to the Board doing business on behalf of the neighborhood.
 - During transition of leadership (e.g., change of president and/or committee chair who serves as the liaison to that office), the secretary shall update that office with the new name and contact information for the board member.

- Elected Officials Maintain a mailing list (name, position, address, telephone, and email address) for all Elected Officials that represent our neighborhood.
 - During transition of leadership, the secretary shall update that official with the new name and contact information for the president.
- Relevant Non-Profit or Other Organizations Maintain a mailing list (name, position, address, telephone, and email address) for Relevant Non-Profit or Other Organizations with which the Board does business.
 - During transition of leadership (e.g., change of president and/or committee chair who serves as the liaison to that organization), the secretary shall update that organization with the new name and contact information for the board member.
- Election Years During election years, Secretary will work with the President to establish panel forums where neighbors can meet the candidates for office.
- Real Estate Listing In the event that the Greater Northwood Covenant Association does not contact active real estate listings, working with the President, Secretary sends letters certified and registered to realtors of new homes for sale in the neighborhood regarding our covenants. Letters do not need to be printed and sent to Lena Bonds, since she is well aware of these.

RECENT HOME SALES/NEW NEIGHBORS: Working with the President, the Secretary shall maintain a list of recent home sales (name, address, and date of transfer) in order to facilitate welcoming new neighbors to Original Northwood. This information will be stored on the Google Drive.

- Working with the Vice President, this list will facilitate the delivery of Welcome Packets that contain important neighborhood information related to the covenants and bylaws as well as additional materials as the Board deems appropriate.
- Working with the Social Committee Chair, this list will facilitate the invitation of new neighbors to the Newcomers' Picnic in September.
- Working with the Treasurer, this list will facilitate new dues collection efforts.

AN ACTIVE VOLUNTEER: Be ready to do a lot of jack of all trades stuff as you do not have extensive formal duties. You should be very willing to undertake many various tasks.