

TJ Miller

From: Martha Brauer [te.marthabrauer@yahoo.com]
Sent: Sunday, November 08, 2009 11:31 AM
To: TJ Office Manager
Subject: Monday's agenda Nov. 9
Attachments: DUTIES OF THE SECRETARY.doc

TJ/Trustees,

Here is the duties of the secretary in PP40. As you consider the audiotaping of the meetings, you may want to consider revisions to this if you determine that audiotaping is not necessary.

Another thing to consider is that the videotaping/DVD requirement is only stipulated for the present time while the lawsuit is in process. After the lawsuit is over there will be no requirement to video/DVD the meetings and workshops.

In terms of ease and storage space, the audiotape is the easiest, least amount of equipment, least amount of requirements on the maintenance staff, and least amount of storage space in the office. 6 to 10 meetings or more can be downloaded onto 1 CD and stored in a CD holder, thus allowing us to delete the meeting on the computer., as that is not the storage for the audiotapes.

As to DVDs each meeting requires a new DVD and our storage space in the office would be taken up 6 -10 times as fast. Also as long breaks or lunch recesses are taken, the maintenance staff have to return to reset the DVD, whereas with ausdiotaping, once the connector is set up, the secretary trustee need only turn it back on as he/she returns to the meeting.

Just some information for you to consider.

Martha B.

DUTIES OF THE SECRETARY

THE SECRETARY SHALL:

1. KEEP THE MINUTES OF BOARD MEETINGS (Art. VI of Bylaws) AND MAINTAIN A FILE OF BOTH THE TYPED MINUTES AND AUDIO RECORDINGS.
2. REVIEW AND ANSWER ALL COMMUNICATIONS PERTAINING TO THE DISTRICT (Art. VI of Bylaws).
3. KEEP THE CHAIRMAN AND COMMITTEE CHAIRMAN INFORMED OF MATTERS REQUIRING THEIR ATTENTION (Art. VI of Bylaws).
4. POST CURRENT MINUTES ON DISTRICT BULLETIN BOARDS (Art. VI of Bylaws).
5. MAINTAIN IN THE DISTRICT OFFICE A ONE-VOLUME COMPLETE AND CURRENT SET OF RULES AND REGULATIONS (Art. VI of Bylaws).
6. KEEP THE MINUTES OF BOARD WORKSHOPS AND MAINTAIN A FILE OF BOTH THE TYPED MINUTES AND AUDIO RECORDINGS (3/18/2002 Board Motion).
7. ARRANGE FOR THE PRINTING OF A PARK DIRECTORY AS OFTEN AS REQUESTED BY THE BOARD.
8. OVERSEE THE PUBLISHING OF THE TRAILER ESTATES TRIBUNE.
9. OVERSEE THE MAINTENANCE OF A FILE OF ALL CORRESPONDENCE RECEIVED BY THE BOARD.
10. BE RESPONSIBLE FOR ALL BULLETIN BOARDS INCLUDING REGULAR POLICING AND CLEARING OFF OLD MATERIAL AT THE END OF THE MONTH.
11. SCHEDULE YEARLY ACTIVITIES AS PER THE FOLLOWING (Sect. I, Rules Governing Use of Facilities, Page 3, 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.
12. 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, Page 3, Rules and Regulations).
13. 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,
 - b) BUDGET MEETINGS, AND
 - c) ANY OTHER REQUIRED NOTICES OR PUBLICATIONS.