

Secretary Responsibilities

1. Attend all Membership Meetings, BOG meetings, Zoning Commission Meetings, and Zoning Board of Appeals Meetings; record the minutes of the meetings; maintain record of motions made and their dispositions;
2. Receive meeting agendas, meeting minutes, and any other legally required notices for posting/filing/retention. Documents may originate from the President, Committee Chairs or other Members of the Association;
3. Forward all notices and/or documentation to: a. Town Clerk (legally required documents only) b. Membership as required via USPS c. Internet Administrator for posting to website
4. Post notices on GNBA bulletin board as required;
5. Serve as an informational source for the BOG and Association Boards & Committee regarding FOI and Roberts Rules of Order; including requirements for meeting agenda & minutes.

Internet Administrator Responsibilities

1. Maintain the Roster/Directory of Officers, Board, Committees & Clubs;
2. Maintain the Member Information Database including the following duties: a. Update information as changes are received; b. Maintain current postal mailing addresses; c. Maintain current email addresses; d. Provide reports or lists to the BOG as needed.
3. Serve as an informational source for the BOG and Committee Chairs regarding web-site and document requirements ;
4. Post updates to website as changes are received: a. Notices and/or documentation from Secretary b. Requests from BOG or Committees c. Maintains " <i>Calendar of Events</i> " for meetings (not Club House events)
5. Create, design & publish emails to Association Membership: a. Notices/documentation received from Secretary b. Notices from Committees c. General news or announcements
6. Review content of the GNBA website on-going to insure it is current & maintain its accuracy.
7. Maintain the GNBA website as an electronic repository of all Association information,

Flow of Meeting Agenda & Minutes

<ul style="list-style-type: none">• BOG President/ZC Chair/ZBA Chair/Committee Chair →Forwards Agenda/Minutes to Secretary (Fran Ghersi) <i>It would be the responsibility of Originator to forward agenda to their Board/Commission/Committee Members</i>• Secretary (Fran Ghersi) → Forward Agenda/Minutes to Town Clerk's Office AND Internet Administrator (Annah Perch)• Internet Administrator (Annah Perch)→ Posts to website and sends email notification to Membership
