



Montego Bay Civic Association

BOARD OF DIRECTORS

Operational, Administrative, and Procedures

MANUAL

August 11, 2012

PURPOSE: This Board of Director's Operational, Administrative, and Procedures Manual (hereinafter referred to as the Director's Manual or Manual) is initially established by the 2011-2013 Board of Directors, to define the procedures the Board will take to carry out the duties and responsibilities required by the MBCA Declaration of Restrictions, the MBCA Bylaws, and the MBCA Articles of Incorporation. This manual is also to serve as a guideline and document the requirements for the day-to-day operations of the Montego Bay Civic Association (MBCA), Inc.

DUTIES OF THE SECRETARY

The Secretary shall perform all duties ordinarily incident to the Office of Secretary of an Association including, but not limited to, the following:

1. Keep the minutes of any meetings of the Membership, the Board of Directors, and the Executive Committee in the books provided for that purpose. The minutes of all meetings will also be electronically recorded and retained, until posted on the web or electronically stored in the Association office.
2. Ensure procedures for the adoption and publication of Board Resolutions and Motions to be included in the Director's Manual and make such records available on the Association website and/or for inspection by members of the Association.
3. Ensure the update and maintenance of the electronic membership database in a timely manner. Ensure the update and maintenance of the electronic membership card database in a timely manner.
4. Oversee and take responsibility for the Association website and Digital Message Sign by authorizing content and ensuring content is updated and loaded promptly. Perform, or ensure that the duties of a Webmaster are performed.
5. Perform, or ensure the performance of, such duties related to communication systems, information security, and information technology. The Secretary will determine the need and justification for computer software and hardware upgrades, to include basic office equipment, and bring such recommendations to the Budget and Finance Committee for inclusion as an operational budget item.
6. Receive and ensure all requests from Owners for copies or access to documents of the Association receive a response in accordance with state law.
7. Ensure this Manual is maintained and up to date.
8. The Secretary shall not sign any documents of the Association outside of those normally associated with the Office of Secretary and will not sign on behalf of the President, Vice President, or Treasurer unless written authority from the President is specifically given.
9. Carry out any additional duties as assigned by the President.