

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

**DUTIES OF THE SECRETARY**

THE SECRETARY SHALL:

1. Prepare for and attend regular scheduled Board Meetings and Workshops; and Special or Emergency meetings as required.
2. Keep the minutes of board meetings and workshops and maintain an electronic file of both.
3. Maintain a current electronic file of the District's Rules & Regulations and Policies & Procedures (PPs) and provide the Office Manager with a hard copy of changes. Provide other Trustees with "scribing" assistance when they make changes to or with the creation of new PPs.
4. Following Rules and Regulations, schedule facility usages for the district and maintain a public record of the events on the district's website. Notify kitchen manager of kitchen usage for the following month.
5. Review and approve monthly Tribune Article submissions from clubs, groups and organizations. Deal appropriately with rejected articles following the Tribune Policy. Also, review types version to be sent to the publisher.
6. Coordinate with Office Manager to have a Park Directory created periodically.
7. Ensure yearly meeting schedules for the board and it's committee(s) are published for the district in a newspaper recognized by the general population as an official publication. This is due in the paper the first Monday in December and is a legal requirement.
8. Be responsible for all bulletin boards including regular policing and clearing off old material at the end of the month.
9. Sign checks as requested.