

**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. Ensure yearly meeting schedules for the board and its committee(s) are created by the office staff and published in a newspaper in the first half of December.
6. Be responsible for all bulletin boards including regular policing and clearing off old material at the end of the month. This function may be completed by a designee.
7. Sign checks as requested.