

LANDLOVERS FOUNDATION, INC.  
THE LANDINGS LANDLOVERS, INC

**Responsibilities of the Secretary**

1. Act as the secretary for both corporations.
2. Understand the corporate history and structure of both corporations.
3. Prepare the minutes for each board meeting and the annual meeting and ensure that they are properly approved.
4. Compile the Board Package prior to each meeting and provide to board members. The board package consists of the minutes from the prior meeting, the agenda, the financial reports from the treasurer and reports from other board members.
5. Ensure that any changes to the charter or bylaws of both corporations are approved, recorded in the minutes, timely made and changed on the website.
6. Maintain official copies of the charter, bylaws, organizational records and minutes and board reports for both corporations.
7. Ensure proper and timely notification is provided to members for the annual meeting.
8. Ensure that each corporation is duly registered with the state by April of each year by confirming this action with the treasurer.
9. Ensure that during the first meeting of the fiscal year the board passes the resolution(s) appropriately designating the signatories and authorities on the corporations' bank accounts.
10. Serve on the Charitable Contributions Committee.