

Secretary Roles and Responsibilities – REVISED 04-17-2024

1-Board meeting dates are scheduled by the Secretary and Board members.

2-Minutes: Take the minutes at Board of Directors meetings. Distribute minutes to Board members by email before the next meeting for review. Maintain a file of Board approved minutes plus other material from meetings. Post latest approved minutes on the WLYH website.

3-Board Contact List: After the Annual Shareholder meeting, create a list of the new Board of Directors and their positions. Include phone numbers and emails. Distribute to Directors and Harbormaster by email. Post in Clubhouse and on other communication boards.

4-Board Positions: After the Board of Directors are elected, and positions for each member are determined, a “To Whom It May Concern” letter is drafted listing the Directors and their positions. The letter is sent to Matt Reinbold (or his successor) of Independent Bank. Email to the Board and Harbormaster. Post in Clubhouse and on other communication boards.

5-Shareholder List: Maintain the list of Shareholders of Wheeler Landing, Inc. This list includes slip (share) number, address, phone, and email of the Shareholder. Email to the Board and Harbormaster.

6-Dock Share Certificates: See Share Transfer Flowchart on WLYH website. Direct the Shareholder to the WLYH website for Bylaws and Rules. Perform an annual audit of Shareholder of Record list at Independent Bank and assure Shareholder List is consistent with it.

7-Transfer List: Add dock share transactions to the list. It is kept by year. Once a year, get a copy of new log pages from the bank for the WLYH certificate file.

8-Bylaws: Maintain the WLYH Bylaws. Direct Shareholders to the WLYH website for Bylaws and Rules. The Secretary reviews for compliance relevant to activity taking place or suggested by the Board. Review Bylaws and suggest changes as necessary. Any Bylaw change must be passed by the Board of Directors to be updated. Post latest Bylaws to the WLYH website.

9-Rules: Maintain the WLYH Rules. Rules are updated as necessary and posted throughout the marina. Any Rule change must be passed by the Board of Directors to be updated. Post latest Rules to the WLYH website.

10-Non-Profit Report, Sales Tax Exemption: The yearly report is not necessary now. Check online to see what is required at this time. Check the Michigan Department of Licensing & Regulatory Affairs (LARA) website. There is a folder with past filings.

11-Annual Shareholder Meeting: Prepare agenda, ballots, sign-in sheet, etc. for the meeting. Preside over the election of officers. Take minutes and submit for approval at next Board meeting.

12-Correspondence: For any received and reviewed by the Board, the secretary will respond as instructed.

13-Conduct: When a complaint is received by the Board, a review is conducted. The Secretary composes a letter to send to the individuals involved, whether Shareholder or Lessee, after the Board has determined what action, if any, to take.

14-Maintain the entire WLYH website or delegate it to another competent Board member.