



invites applications for the positions of
**Corporate Secretary &
Assistant Corporate Secretary**

Recruiting Services Provided by



Laguna Woods Village, the West Coast's premier private community in Orange County, California, is home to more than 18,700 55+ active adults representing nearly 12,750 households.

Community residents enjoy resort-style amenities that are the envy of the nation. The Village is one of the most recreational-focused communities in the country, and we strive to provide our residents with unparalleled opportunities to enjoy the utmost in active living.

Resort-style amenities include two professional golf courses, a 10-court tennis facility, an equestrian center and more than 250 clubs and organizations—providing endless opportunities to socialize and make new friends.

These are just a few of the reasons why Laguna Woods Village was named Best Senior Living Community by the Orange County Register.

Governance

Community governance is organized under California nonprofit mutual benefit corporation law. There are four corporations, three of which are mutual housing corporations; the fourth is the Golden Rain Foundation (GRF). The mutuals are responsible for services directly related to housing and common areas; GRF is responsible for all shared community amenities, including the bus system, security, clubhouses, performing arts center, swimming pools, golf courses, equestrian center and other recreational facilities.

The corporate secretary and assistant corporate secretary are employed by Village Management Services Inc. (VMS), a California nonprofit mutual benefit corporation and the managing agent for Laguna Woods Village. VMS, in cooperation with the boards of directors of the community's housing mutuals and GRF, employs more than 900 full-time and part-time personnel to provide necessary services, including, but not limited to, management, operations, maintenance and development improvements.

Ownership rights include a voting membership to the mutual and a nonvoting membership to GRF. Each mutual corporation has its own set of governing documents and a board of directors elected by its members. Board representatives are members of the community who serve on a volunteer basis.

The GRF board of directors is comprised of members of each of the three housing mutual corporations. Corporate members elect the GRF board, which consists of members of each of the three mutual boards of directors.

Community Information

Laguna Woods Village first opened its gates in an unincorporated area of Orange County on September 10, 1964. Within six months, nearly 900 families had moved into what was soon to become the largest gated, age-restricted community in the country. Today, more than 18,000 people reside in the Village. The City of Laguna Woods was incorporated on March 24, 1999, and 90% of its population is comprised of Laguna Woods Village residents.

Laguna Woods Village is an age-restricted community as defined under California Civil Code §51.3. At least one occupant must be 55 years of age or older, and all other persons who reside in the community must be at least 45 years of age, unless the other occupant is a spouse, a registered domestic partner or a primary provider of physical health care. Retirement is not a requisite for residency, as many residents continue to maintain active careers. Any person wishing to reside in the community must obtain prior approval from the board of directors.



Corporate Secretary

Salary

Salary range is \$65,000 to \$70,000 annually depending on qualifications.

Job Summary

Under general supervision and direction, performs a variety of complex secretarial services relating to the Golden Rain Foundation and mutual corporation boards. Assists with all corporations performing board work and related board work as required in the Office of the CEO.

Experience

Graduation from high school, including or supplemented by courses in secretarial sciences. Considerable experience in secretarial work or previous work with board of directors, or equivalent combination of education/experience which produces the following:

- Knowledge of modernized office environment, practices, systems and procedures.
- Knowledge of secretarial practices and procedures.
- Knowledge of the occupational hazards and safety precautions of the job.
- Ability to maintain complex digital records and to prepare reports and answer questions from records.
- Ability to maintain effective working relationships with other employees and the public and to deal with public relations problems courteously and tactfully.

Essential Functions

Assists in the preparation of agendas and related materials for regular, special, annual and informational meetings of the Golden Rain Foundation of Laguna Woods and housing mutuals in accordance with the requirements of the governing documents. Distributes agenda packets to directors, division heads and other designated individuals. Assists with board elections when vacancies occur. Maintains current list of directors; compiles and updates a master calendar of board meeting and committee meeting schedules. Coordinates all business and social activities of the corporations.

Attends board meetings, takes and transcribes minutes for the Golden Rain Foundation of Laguna Woods and housing mutuals. Prepare board and/or conference rooms for meetings. Answers questions for directors on a variety of board-related matters. Researches minutes/reports and resolutions for pertinent regulations or historical information. Composes correspondence and resolutions. Types a variety of reports and materials and prepares special reports.

Delegates responsibilities to assistant corporate secretary.

Regular attendance required. All duties performed on site for the community.

Works effectively with coworkers, customers and others by sharing ideas in a constructive and positive manner; listens to and objectively considers ideas and suggestions from others; keeps commitments; keeps others informed of work progress, timetables and issues; addresses problems and issues constructively to find mutually acceptable and practical business solutions; addresses others by name, title or other respectful identifier; and respects the diversity of our workforce in actions, words and deeds.

Special Requirements

- Proficient keyboard skills with ability to type 45 to 50 words per minute accurately.
- Ability to take minutes during committee and board meetings, and finalize those minutes accurately and expeditiously.
- Ability to use Microsoft Office (MS Outlook, MS Word, MS Excel, MS Word, MS PowerPoint), Adobe PDF Creator, online calendaring and social media. Knowledge/use of Granicus Peak Management software a plus.



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Regular attendance required. All duties performed onsite for the community.

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Assistant Corporate Secretary

Salary

Salary range is \$58,000 to \$62,000 annually depending on qualifications.

Job Summary

Under general supervision and direction, assists in performing a variety of complex secretarial services relating to the Golden Rain Foundation and mutual corporation boards. Serves as assistant to corporate secretary; assists with all corporations performing board work and related work as required in the Office of the CEO. Performs related work as required.

Experience

Graduation from high school, including or supplemented by courses in secretarial sciences. Considerable experience in secretarial work or previous work with board of directors, or equivalent combination of education/experience which produces the following:

- Knowledge of modernized office environment, practices, systems and procedures.
- Knowledge of secretarial practices and procedures.
- Knowledge of the occupational hazards and safety precautions of the job.
- Ability to maintain complex digital records and to prepare reports and answer questions from records.
- Ability to maintain effective working relationships with other employees and the public and to deal with public relations problems courteously and tactfully.

Ideal Candidate

The successful candidate will enjoy working in a fast-paced, challenging and dynamic environment. This position requires the ability to work with numerous stakeholders and board members. The ideal candidate must have functional knowledge of the governing documents and requirements of applicable federal, state, county and local laws, including the Open Meeting Act, the Davis-Stirling Act and the Corporations Code. The position assists with agendas and minutes, and coordinates the preparation of agendas, correspondence, and staff reports for board meetings. This position tracks minutes for several boards of directors, and organization and management skills are exceptionally important.

Benefits

Vacation: Two weeks (80 hours) per year

Holidays: 10 days per year

Health Insurance: Company-paid medical, dental and vision benefits for employee and dependents

Retirement: 401k program with matching company contributions

Work Schedule: 9/80 plan

Application Process and Recruitment Schedule

Application deadline: December 6, 2021

To be considered for this opportunity, please submit a compelling cover letter and a resume that reflects your scope of responsibility and significant accomplishments to:

bob@bobhallandassociates.com

If you have questions about the position or the recruitment process, please contact Bob Hall at 714-309-9104.

