

**EXEMPT
NEW YORK CITY PUBLIC HOUSING
PRESERVATION TRUST (###)**

CODE NO. #####

**BOARD CORPORATE SECRETARY
(NEW YORK CITY PUBLIC HOUSING PRESERVATION TRUST)**

DUTIES STATEMENT:

Under executive direction, performs highly confidential, exceptionally difficult, and responsible administrative work directly for the members of the Board of Trustees of the Trust.

Prepares Board Calendar Summary and Board Resolutions for Board Meetings. Prepare and distribute Board Calendar Minutes and Board Resolutions; Records the agenda and minutes and results of the meetings of the Trust and officially files and archives the same, controlling authorized access thereto. Maintains and submits original Board Meeting documents for archiving. Prepares Board Meeting Schedule. Performs other related duties as required. Serves as the Committee liaison to the pertinent departments.

12.15.2022