

## **BOD Position Descriptions**

Approved: 11/2007. Revised: 09/15/ 2010, 09/21/2011, 01/01/2020

Article VI of the association's By-Laws outlines the elective offices of the association. The By-Laws state that the Board of Directors (BOD) elects its own officers: the President, Vice President, Secretary and Treasurer. The BOD can elect an appointed officer who serves as the Legal Liaison. The BOD annually elects its officers immediately following the annual membership meeting.

The following are the duties/responsibilities of each office:

### **President**

Acts as the chief executive officer of the association.  
Presides over all meetings of the board and association members.  
Carries into effect all orders and resolutions of the board.  
Communicates with the association's property manager weekly.  
Keeps the BOD informed of association issues or problems as they occur.  
Prepares an article for the monthly association newsletter.  
Prepares an annual President's Report to the membership (for the membership meeting).  
Knowledgeable in the Declaration of Covenants, By-Laws, and Rules and Regulations.  
Knowledgeable in the Community Standards and association forms.  
Serves as an ex-officio member of all association committees.

### **Vice President**

Acts as the chief executive officer of the association in president's absence.  
Manages the number, distribution and control of the "physical keys" of the association.  
Keeps the BOD informed of association issues or problems as they occur.  
Knowledgeable in the Declaration of Covenants, By-Laws and Rules and Regulations.  
Knowledgeable in the Community Standards and association forms.

### **Secretary**

Attends all meetings of the association members and board.  
Records all votes, takes minutes and keeps a book of same with assistance of the association manager.  
Manages the association's web site.  
Maintains a log of current "leased properties" for the board's monthly review.  
Keeps the BOD informed of association issues or problems as they occur.  
Knowledgeable in the Declaration of Covenants, By-Laws, and Rules and Regulations.  
Knowledgeable in the Community Standards and association forms.

**Treasurer**

*Personally or through a board-appointed managing agent:*

- Holds custody of the association funds and securities.
- Keeps full and accurate chronological account of receipts and disbursements.
- Deposits all monies and other valuable effects in the association's name.
- Disburses funds as ordered by the Board of Directors.
- Renders to the BOD, at regular meetings, the HOA's financial condition.
- Ensures that detailed financial records and books of account are kept.
- Ensures that annual tax returns are filed.
- Ensures that annual audits or reviews of the association's financial statements are conducted by an independent certified public accountant.
- Keeps the BOD informed of association issues or problems as they occur.
- Knowledgeable in the Declaration of Covenants, By-Laws, and Rules and Regulations.
- Knowledgeable in the Community Standards and association forms.

**Legal Liaison/Director**

- Serves as the BOD contact with the association's attorney(s).
- Brings legal issues to the attorney(s) as ordered by the board.
- Keeps the board apprised of ongoing legal work of our attorney(s).
- Keeps the BOD informed of association issues or problems as they occur.
- Knowledgeable in the Declaration of Covenants, By-Laws, and Rules and Regulations.
- Knowledgeable in the Community Standards and association forms.

**General Information:**

The officers of the association have the powers given to them as described in Article V, Section 5. Powers, of the Bylaws of the Silverlakes-Gateway Homeowners Association, Inc.

The officers receive no compensation for their volunteer work. (Bylaws, Article V, Section 6.)