

COMMUNITY ASSOCIATION BOARD OF DIRECTOR JOB DESCRIPTION

FUNCTION

As a representative of the community association, ensure that the corporation realizes its mission and fulfills its service to the community and that assessments are used responsibly to this end.

RESPONSIBILITIES

Participation:

1. Attends all meetings, arriving on time, having read all pertinent material as an aid to good decision-making.
2. Maintains leadership role for the members by his/her personal commitment to the obligations of membership in the Association.
3. Familiarizes him/herself with the governing documents of the Association.
4. Recognizes fiduciary responsibilities of Board, reviews all financial reports, requests clarification of information; requires accountability in the handling of association funds.
5. Works actively on the committee(s) assigned.
6. Supports Board-planned community activities and the work of all committees.
7. Actively recruits new committee and future Board members by giving information to the Elections Committee or the committee chairperson.
8. Is persuasive and persuadable in meetings.
9. As a volunteer takes his/her commitment seriously.
10. Avoids perceived conflict of interest in order to protect the credibility of the Association.
11. Annually reviews Board performance, including evaluation of all committees.

Planning:

1. Regularly engages in strategic planning and monitors its implementation.
2. Annually reviews and approves the budget.
3. Schedules educational participation by staff and volunteers.
4. Provides for annual audit by independent auditors to assure fiscal responsibility.
5. Assures compliance with all legal requirements in maintaining not-for-profit status.
6. Reviews and approves major policies guiding the community.
7. Reviews and approves all agreements, contracts, and insurance policies held by The Association.

Organization:

1. Annually reviews performance of all vendor contracts.
2. Supports and encourages the Board in meeting goals and objectives.
3. Is considerate and sensitive in making demands on volunteers.
4. Listens and asks thoughtful questions when reports are presented.
5. Regularly walks the community, staying in touch with homeowners and residents in order to be an advocate for the community at large.
6. Maintains contact with the local government and is sensitive to the community.
7. Enjoys his/her term of office so that others will find the responsibilities worth accepting.