



### ***Your Role as a member of the Board of Directors***

A homeowners' association is the cornerstone of a planned community. When run properly, it brings continuity, preserves architectural integrity, maintains common areas, protects property values, and promotes the concept of "community." Every association should be responsible for its assets and operation in accordance with state laws and the community's governing documents.

Your association calls for governance by a Board of Directors, elected by owners, in a volunteer capacity to administer the affairs and day-to-day operations of the community. Your authority as a Board member is established by statute and the community's documents, but is rooted in a fiduciary duty to the membership to govern fairly, consistently, exercising due diligence in good faith, and working within the scope of the granted authority.

All homeowners are invited and encouraged to take an active part in our community. The most committed responsibility is to be a member of the Board of Directors. In order to let everyone know what it means to be a member of the Board, the following information is provided.

The person elected and/or appointed to be a member of the Board of Directors needs to understand and commit to the following Guidelines for Directors:

#### **Personal Qualities:**

fidelity	accountability	steadiness
dependability	conscientiousness	diligence
commitment	trustworthiness	fairness

#### **Responsibilities:**

- act in best interest of the association;
- adhere to his/her fiduciary duty to the association;
- act in good faith concerning all decisions on behalf of the association;

#### **Further Considerations:**

- The person who serves on the Board of Directors should be neutral and have no personal agenda.
- The person ideally should serve on a committee to learn how the Board functions and then move on to a Board position.
- The person elected as a Director will receive training for the position and be provided a handbook of information for Directors.
- The person elected as a Director works with the management company, looks at all vendor contracts, follows all bylaws formalities, needs to know all the governing documents.
- The Director will receive outside assistance, as necessary, from the management company and other support services.
- Additionally, Directors answer all concerns of the community, resolve problems and look out for the community welfare at all times.

This position takes time, it takes energy, and it takes effort – it is a serious commitment to the community. Operating an association carries many of the same duties and responsibilities as overseeing any other business, including financial review and analysis, vendor management, conflict resolution, meeting preparation and administration, public speaking, and even knowledge of legal and fair housing requirements. Serving as a Board can be an extremely rewarding experience for those who see it as an opportunity to serve their neighbors while protecting, preserving, and enhancing their community, but each member should also work diligently to become knowledgeable of all aspects of their individual and collective roles, as ignorance or inexperience will not excuse them from improper action in their work as a Board member.



### **Candidate's Statement**

Prior to an election, interested candidates are asked to submit a statement to the community announcing his/her interest in serving as a member of the Board.

Such a statement should include the following:

1. Number of years living in the Community;
2. Qualities to be brought to the Board (identify and explain each);
3. Experience in working with a Board of Directors or in leadership capacity (i.e., committee service, board service, other service to community (identify and explain each));
4. Ideas for maintaining / improving the community;
5. Summary of why candidate wants to submit his/her name for consideration to be elected to the Board.

### **Roles**

*President:* The President is in charge of the day-to-day administration of the association and serves as the Board's spokesperson in most matters related to association business. Typically, he or she will preside over all meetings of the Board and residents. The president executes contracts, orders, and other documents on the Association's behalf. When signing documents, the President should indicate the capacity in which he or she is signing to avoid any personal liability since, under most circumstances, their signature will bind the association under a doctrine of inherent powers.

*Vice-President:* The Vice-President is vested with all the powers required to perform the duties of the Association's President, but does not automatically possess inherent powers to act in the capacity of the President, and may do so only when [the President] is absent or otherwise unable to act.

*Treasurer:* The Treasurer oversees the funds, securities, and financial records of the Association. If the Association has a community manager or management company that handles the funds on a daily basis, the Treasurer's duties will include ensuring that the financial records and reports are properly kept and maintained. The Treasurer typically prepares the budget, or works closely with the Manager in preparation of the annual budget.

*Secretary:* The Secretary is responsible for keeping and maintaining a record of all meetings (minutes). As the person in charge of the minutes and other official association records, the Secretary ensures that all Board members and residents have access to these documents.