

Board Member Foundations: Part 1

Roles and responsibilities of association board members



Life, simplified.SM

Roles and responsibilities of association board members

President

As the leader of the community association and board of directors, this individual represents the association when interacting with residents, vendors, and stakeholders and ensures the community complies with its bylaws, regulations, and local laws. Specific responsibilities of this position include:

- Preside over board meetings and set the meeting agenda.
- Partner with the property manager to oversee community operations.
- Communicate regularly with residents about activities, issues, and projects.

Vice President

This individual assists the board president in performing their duties and serves as a backup in the event of the president's absence or inability to fulfill their obligations. Additionally, this individual assumes the role of president if the board president resigns or is removed. Specific responsibilities of this position include:

- Oversee committees and serve as a liaison between them and the board of directors.
- Manage the association finances alongside the board treasurer.
- Attend board meetings and provide updates to the community.

All board roles

Coordinate community events and activities.

Serve as a liaison between the community and outside organizations (e.g., local government agencies or neighborhood associations).

Respond to resident inquiries and complaints and provide conflict resolution.

Establish and enforce policies and procedures.

Develop and manage the association's budget and fees.

Secretary

This individual assists the board in performing their duties and plays an essential role in the recordkeeping of association documents. Specific responsibilities of this position include:

- Keep accurate records of all meetings, correspondence, and transactions of the association.
- Send out all notices, maintain the membership roster, and coordinate the process for adding/removing members.
- File the annual report with the state, as well as other legal documents required by the governing documents or by law.
- Provide support to committees by taking meeting minutes, providing necessary documentation, and relaying information between committees.

Treasurer

This individual assists the board in performing their duties and plays an essential role in the financial management of the association. Specific responsibilities of this position include:

- Manage the association's finances, including budgeting, accounting, and record keeping.
- Collect dues and assessments from association members, as well as any other fees or charges associated with the community.
- Pay bills and expenses incurred by the HOA, including invoices, utilities, and any other expenses.
- Prepare financial reports for the community's board of directors and homeowners and provide regular updates on the association's financial status.

Many duties of the board of directors are carried out in conjunction with the property manager, depending on the specific needs of the community and board members.