



BOARD MEMBER RESPONSIBILITIES

By Associated Property Management

Community Associations are operated by a Board of Directors. The Members of the Association elect the Board of Directors. The Board Members then elect or appoint the Officers of the Association. The Officers carry out the policies of the Board of Directors, perform the duties of the Bylaws and fulfill the responsibilities as set forth by the Board of Directors, for the general good and welfare of the association.

The association has the responsibility of maintaining operating and managing the association's property and assets in accordance with the standards set forth in the governing documents. It is the Board of Directors who carries out these responsibilities and the Bylaws of the association set forth how the Board of Directors will accomplish this.

This article will provide an overview of the function of a Board. The next newsletter will detail each Officers duties and how each position will function together in order to create an effective Board of Directors.

As previously stated, the Bylaws will provide the guidelines for the Board of Directors to operate. The Bylaws will state the number of Directors required for the Board to operate. It will also state each Officers duties and responsibilities in carrying out their positions. And finally, it will provide for the structure and means by which the Board will conduct its business (through meetings).

Meetings of the Board will include a quorum of the Directors for the purpose of conducting association business. A majority of the Board is a quorum, unless the Bylaws require a higher number. In many instances, Board Members can participate in the meeting by speakerphone, though they are not physically present.

Notice of Meetings must be sent or delivered to the Board Members at least two days in advance of the meeting, unless the Bylaws require a longer number of days. The general membership will also be told about the meeting by posting the notice and agenda at a central location at least 48 hours in advance of the meeting. Emergency meetings are handled differently and state statutes waive most notice requirements.

Most Bylaws will provide a set agenda for the Board to follow in order to conduct their

meetings. In some cases, the Bylaws will refer you to the latest edition of Robert's Rules of Order for the procedure to follow in conducting meetings. Parliamentary rules of procedure should be followed throughout the conduct of the meeting along with the recording of the minutes of the meeting. Most agendas will include the following items;

Roll Call & Est. of a Quorum
Reading the Minutes of the Previous Meeting
Treasurer's Report
Reports of Officers
Reports of Committees
Manager's Report
Unfinished Business*
New Business*
Adjournment

*Condominiums & Cooperatives require specific details on these items.

All motions, seconds to the motion and recording of each member's vote should be included in the minutes. The only time any Board Members can abstain from a vote is when there is a conflict of interest in that matter. The minutes of meetings must be maintained for 7 years and open to all unit owners for inspection.

The Board should make reasonable rules for unit owner participation. Participation constitutes the right to speak on agenda items and to tape or record the meeting. The Board can adopt rules on the frequency, duration and manner of statements at a Board Meeting. By allowing the membership to be apart of the meeting, the Board is fostering an atmosphere of cooperation in all its dealings with the owners. In addition, in the future, this will eventually help in attracting new members to run for the Board of Directors.

Successful Boards will utilize the resources available to them, such as the property manager, committee heads, and experts in certain areas, contractors and vendors. They can all add to a productive and informative meeting.

Overall, there should be atmosphere of collaboration, cooperation and communication between the Board of Directors, owners and the outside resources involved.

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