

## **DUTIES OF AN EFFECTIVE BOARD OF DIRECTORS**

### **By Associated Property Management**

An effective Board of Directors works together as a unit in carrying out the duties and responsibilities of the Association. Each Officer should have a place on the Agenda for Reports of the Officers and they will detail the activities of their position at each Board Meeting. The following is a description of the duties of each officer. The By-Laws of the Association set forth each officer's duties in more detail, please check your documents for further clarification.

**President/Chairman** - The presiding officer helps the Board to make effective decisions by fulfilling the following duties: open the meetings, determine whether there is a quorum, establishes the schedule of the meeting, subject to the agenda, keeps discussions on track and generally keeps the meetings from becoming too long. This can be accomplished by having most of the business that is brought to the floor in the form of a motion, as this will then focus the discussion. If there is no second to the motion, then there will be no discussion and the Board can then go on to the next agenda item. If the motion is seconded and the ensuing discussions become confused or too long, the President will refocus the discussion, or have the motion tabled if there is no chance of a decision on this matter. Think of the President as an expediter of meeting, the agenda and the discussions at hand.

**Vice President** - The Vice President will perform the duties of the President, in the President's absence and may perform other duties that may be requested by the Board of Directors from time to time.

**Secretary** - The Secretary shall be in charge of formulating and posting of all notices of meetings, taking all minutes of meetings and be entrusted with maintaining the records of the Association. Many of these duties would normally be handled by a management company but the Secretary would still have to oversee that they were being handled properly and in accordance with the governing documents.

**Treasurer** - The Treasurer is in charge of all association funds. This includes overseeing the billing to the unit owners, collections and the disbursement of funds. The Treasurer also presents to the Board a proposed operating budget and will monitor the budget throughout the year. Additional duties may include putting various contracted items out to bid and monitoring of those contracts. Many of these duties would normally be handled by a management company but the Treasurer would still have to oversee that they were being handled properly and in accordance with the governing documents and good business practices.

In addition to the Officer's duties, most associations have Committees to help the Board of Directors to operate the association. These committees are also made up of individuals from the Board of Directors and resident volunteers. Some proposed committees are:

**Maintenance Committee** - assists the Board in preserving and maintaining the physical condition of the common elements of the association. They would not only identify future problem areas but monitor the ongoing maintenance as well and report to the Board.

**Communications Committee** - assists the Board in keeping the residents informed about the purpose and function of the association, its programs and activities. This would be in the form of newsletters, new resident packages, directory, etc.

**Architectural Control Committee** - assists the Board in ensuring that the aesthetics of the community are followed.

**Finance Committee** - assists the Board of Directors and Treasurer in creating and maintaining financial controls and reporting of same.

Other Committees may be Documents, Nominating, Safety & Welfare, Social, Violations and Welcoming.

Each Officer and each committee will be provided a time on the agenda for the meeting and be able to report to the Board on their activities and if any action is required on the Board's behalf.

As you can see, a Board of Directors is made up of many individuals who have specific duties and responsibilities, as required by the Documents of the Association. Each Officer and each committee has a specific role to play in the functioning of the Board. The Board as a whole will hear each report and contained in that report may be or may not be specific action that will have to be taken by the Board.

The Board is being informed of the activities of the association and if the agenda is properly compiled and the officers and committees communicate consistently, then the Board should be able to take action on the items that are important to the management of the Association.

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