

Watters Crossing HOA Board of Directors Roles of Officers

What are the Board Officer Roles?

The main Board officer positions include President, Vice-President, Treasurer and Secretary. Additional Director Roles can be designated as Member-At- Large.

What does a Board President do?

The president leads the Board and is responsible for overseeing and handling many of its procedural duties. To succeed in this role, the Board president must be knowledgeable about the community's CC&Rs and governing documents and understand how to run an effective meeting. He or she serves as the authority on all association rules and governing documents and appoints committees if dictated by the bylaws. The president also leads community and association meetings, handling such responsibilities as calling the meeting to order, announcing the agenda, and ensuring adherence, maintaining attendee order and decorum, proposing questions, calling for votes and announcing the results, and recognizing others to speak on the floor.

President

Estimate 20-30 hours per month.

What does a Board Vice-President do?

The Board vice president shares many of the leadership and procedural duties with the president, including assuming the leadership role when the president is unable to do so. The vice president's responsibilities include ensuring order is maintained during meetings and parliamentary procedures, ensuring a smooth flow of business, and serving as an informed source about association rules, bylaws, and governing documents.

Vice-President

Estimate 8-20 hours per month.

What does a Board Treasurer do?

The Board treasurer is responsible for the association's funds, securities, and financial records. He or she oversees billing, collections, and disbursement of funds, and coordinates the development of the association's proposed annual operating budget and reserve allocations. In addition, the treasurer is responsible for monitoring the budget and reporting on the association's financial status throughout the year, as well as for overseeing year-end reporting and any required audits. In self-managed communities, in which many of the day-to-day financial responsibilities are handled by a property management company, the treasurer is responsible for ensuring that all

association funds are collected, disbursed, invested, and reported accurately and always remain in compliance with the association's by-laws and governing documents.

Treasurer

Estimate twelve hours per month: this includes emails and handling decisions with the board on various matters, account and attorney issues, checking invoices, board meetings, prep for board meetings, etc. The times when there are more hours are during budget time, and end of year reviewing the financials, and for prep and attendance at the annual meeting.

What does a Board Secretary do?

The HOA secretary maintains the association's meeting minutes and official records, reviewing and updating documents as required and ensuring they are stored safely and accessible to association members. He or she is responsible for providing proper notice of meetings, as well as distributing documents, such as official records, agendas, and meeting minutes, on a timely basis to association members and/or their authorized representatives. In addition, as the custodian of the association's official records and documents, the secretary ensures the association meets all legal documentation requirements, such as annual filing deadlines.

Secretary

Estimate 20-30 hours per month: emails, meetings, minutes, and documentation with Neighborhood Management

NOTE: Estimates are based solely upon time for that office. They do not include other volunteer hours beyond the specific role of that office. Officers generally are involved in other tasks such as staging for social activities, working volunteer stations, staffing a Welcome Booth for various events, responding to calls / complaints within the HOA, and so on. Historically, board officers of Watters Crossing have volunteered significant hours of their time to the HOA.