

## **President:**

1. Prepare a detailed order of business and agenda for each meeting.
2. Open meetings on time as designated.
3. Conduct the meeting but not dominate it; be firm but courteous.
4. Know the rules of correct procedure and use them skillfully.
5. Exact obedience to bylaws and other rules and policies.
6. Conduct business in a manner that ensures the right of every member.
7. Meet the demands of the office unselfishly.
8. Leave the chair to debate.
9. Vote as other members in ballot vote; may vote to break tie in voice vote only.
10. Observe and supervise the basic program of work of the local and the parent organizations.
11. Where bylaws designate, serve as ex-officio member of committees.
12. Sign all necessary orders, reports or financial transactions as defined in the rules of the organization.
13. Acquire and use all tools necessary to the conduct of the office. (Bylaws and other rules of the group and parent organization; a copy of recognized parliamentary authority; appropriate handbooks, yearbooks, publications, list of officers, chairmen and members.)

## **Vice President:**

1. Preside in the absence of the President.
2. Assume such other positions of responsibility as may be designated in the bylaws or otherwise prescribed.
3. If the bylaws so indicate, fill a vacancy in the office of President. Vice Presidents, where there be more than one, assume duties in the order of their office (1st V Pres., 2nd V Pres., etc.)
4. Oversees all committees and runs their reports at meetings.
5. If given the authority, select chairmen, committees and appointive officers for qualification for the particular assignment.

## **Secretary:**

1. Keep a precise permanent record of the proceedings called minutes.
2. Keep a file of reports.
3. Prepare a list of unfinished business for the President.
4. Have for ready reference in meetings minutes, bylaws and policy references, roll of members, other pertinent lists.
5. Take accurate notes of proceedings and transcribe them into permanent form immediately following the meeting. Request that complicated motions be provided in writing, signed by the maker of the motion.
6. Write minutes in brief, carefully worded sentences.

7. Sign minutes with the name used in the membership roster (no “respectfully submitted”). When approved or corrected, initial or sign with date of approval. Write corrections in the margins.
8. Send a copy of minutes to the President within a reasonable time.
9. Read correspondence if there is no Corresponding Secretary; read reports of absentee members.
10. Present recommendations of the Board or Executive Committee. The Secretary may make motions, debate and vote.
11. Sign with other officers official papers and documents as prescribed.
12. Call a meeting to order in the absence of the presiding officers and preside over the election of a temporary Chair.
13. Chair the Communication Committee.

### **Treasurer:**

1. Be custodian of all funds.
2. Receive funds systematically and according to the rules.
3. Deposit all monies in such financial institutions as may be approved by the organization or its Board.
4. Disburse funds as designated and keep a schedule of payment obligations.
5. Expend only on proper authority.
6. Keep an accurate account and make such reports as may be desirable. Be prepared to have books audited, and deliver records to successor on time.
7. Include in the report the balance at the beginning of the period, receipts, disbursements and balance on hand at close of period. The Treasurer’s report is never adopted; it is referred for audit or placed on file.
8. Provide copies of the report to the President and the Secretary.
9. Where large amounts of money are involved, the Treasurer should be bonded for protection of the officer and the security of the organization.
10. Chair the Accounting and Membership Dues Committee.

### **Architectural Review Chair:**

1. Understand the covenants and restrictions of our HOA.
2. Update covenants for review by members at annual meeting.
3. Protect member’s home investment by enforcing the covenants.