

Board and Officer Duties

President

- Presides at all meetings of the Board of Directors and Executive Council.
- Provides general supervision, direction and control of the business of [ASSOCIATION], including, but not limited to, countersignature of promissory notes, orders for the payment of money, and other evidence of indebtedness of [ASSOCIATION], and the authority to sign checks and drafts of [ASSOCIATION].
- Sets the agenda for Board and Executive Council meetings.
- Serves on the Executive Committee (which considers business questions that arise outside of normal Board and/or Executive Council meetings).

President-Elect

- In absence or disability of the President, the President-Elect performs all duties of the President, and when so acting is subject to all the same restrictions.
- Has other powers and performs such duties as from time to time may be requested by the President or by the Board of Directors.
- Serves on the Executive Committee (which considers business questions that arise outside of normal Board and/or Executive Council meetings).

Vice President – Leadership Orientation

- In absence or disability of the President-Elect, one of the Vice Presidents, so appointed by the Board of Directors, performs all duties of the President-Elect, and when so acting shall be subject to all the same restrictions.
- Conducts annual Leadership Orientation activities for new Board members.
- Has such other powers and performs such duties as from time to time may be prescribed by the President or by the Board of Directors.
- Serves on the Executive Committee (which considers business questions that arise outside of normal Board and/or Executive Council meetings).

Vice President – Leadership Development

- In absence or disability of the President-Elect, one of the Vice Presidents, so appointed by the Board of Directors, performs all duties of the President-Elect, and when so acting shall be subject to all the same restrictions.
- Conducts annual Leadership Development activities for committees and the Board.
- Has such other powers and performs such duties as from time to time may be prescribed by the President or by the Board of Directors.

- Serves on the Executive Committee (which considers business questions that arise outside of normal Board and/or Executive Council meetings).

Treasurer

- Oversees [ASSOCIATION]'s financial operations.
- Supervises the collection and reporting of all income and expenditures and establishes proper accounting procedures for the handling of [ASSOCIATION]'s funds in banks approved by the Board of Directors.
- Serves as an available countersignatory if needed for promissory notes, orders for the payment of money, and other evidence of indebtedness of [ASSOCIATION].
- Reports on the financial condition of [ASSOCIATION] at meetings of the Board of Directors and the Executive Council and at other times when called upon by the President.
- Oversees preparation of the annual audit, which is conducted by a certified public accountant.
- Takes minutes at Budget & Finance Committee meetings.
- Helps to formulate goals and ideas for the financial benefit of [ASSOCIATION].
- Reviews financial viability of the organization along with others to strengthen its position currently and in the future.
- Serves on the Executive Committee (which considers business questions that arise outside of normal Board and/or Executive Council meetings).

Secretary

- Assists the President and Executive Director at all meetings of the Board, Executive Council and Executive Committee (includes taking and submitting minutes).
- Other functions as requested by the President.
- Serves on the Executive Committee (which considers business questions that arise outside of normal Board and/or Executive Council meetings).

Director

- Subject to the limits set by the Bylaws, manages the affairs of [ASSOCIATION] and the Executive Council between regular meetings of the Executive Council.
- Has such duties as outlined by the Bylaws:
 - Adopting Resolutions and Policy statements representing the position of [ASSOCIATION];
 - Setting the amount of dues and meeting fees for members of [ASSOCIATION] and the Executive Council;
 - Amending the Bylaws of [ASSOCIATION], subject to ratification by the Executive Council;
 - Requesting special duties and responsibilities for [ASSOCIATION]'s officers;
 - Adopting the annual budget for submission to the Executive Council; and
 - Determining authorized signers of checks and drafts.
- Leads by example and is representative of the association's membership.

- Serves as a liaison to an assigned [COMPONENT/CHAPTER] on behalf of [ASSOCIATION].
- Serves as a leader (point person) to provide insight on property management issues to the [ASSOCIATION] membership as a whole.
- Assists the officers in providing oversight on [ASSOCIATION]'s future direction in meeting the goals of the organization and membership growth.
- Knows the issues before the Board and Executive Council.
- Seeks and respects the opinions of other Board members and members of the Executive Council.
- Looks for sound and innovative solutions on behalf of the organization.
- Works to develop consensus.
- Participates actively in Board meetings (regular and special) and the governance of the association through formulation, review and execution oversight of the business decisions guiding the overall direction of [ASSOCIATION].
- Represents the best interests of the membership in Board deliberations.
- Represents [ASSOCIATION] to [COMPONENTS/CHAPTERS], federal policymakers, other organizations/associations., etc.
- Identifies and recruits new members to strengthen the association.