

CARNELIAN WOODS TOWNHOUSE ASSOCIATION

Job Description: Board President

Definition

A CW Homeowner who has voluntarily committed to become not only one of the nine (9) CW Board of Directors, but to also act as the President of this group. The board elects the President each year for a one-year term. This election normally takes place during a special board meeting the day following the Annual Homeowners Meeting which is held during the month of September each year.

The President has the general powers and duties of management of the board and such other powers and duties as may be prescribed by the board. The President shall be responsible for:

- Presiding over meetings of the board
- Setting the dates as to when and where all board meetings are to take place
- Ensuring the activities of the board are compliant and within the law
- Assessing the performance of the board and its' committees
- Assuring ongoing recruitment, development, and contributions of board members
- Working with and acting as the supervisor of the General Manager
- Coordinating an annual performance evaluation of the General Manager
- Setting priorities and creating agendas for board meetings
- Serving as an ambassador of the association

Job Requirements / Knowledge:

- Must be a CW Homeowner
- Must have some understanding of accounting practices.
- Working knowledge of budgeting preparation and monitoring;
- Working knowledge of Carnelian Woods Homeowners Association By-Laws and Rules and Regulations;
- Discuss professionally prepared reviews of the property for insurance purposes, discuss, adopt, and implement policy to improve the HOA's position with regard to long-term financial expenditures (Capital Expenditures / Improvements .. such as re-paving of streets, replacement of equipment such as trucks and snow removal, etc.)

- Consider the need for changes in dues.
- Work as a TEAM member (Together Everyone Achieves More).
- Protect HOA's assets, both financial and physical.
- Encourage participation in HOA activities, especially in obtaining quorum needed to move HOA activities forward.

Salaries and Benefits:

This is a voluntary position. No compensation will be due to the President. There may be "special conditions" where a director may be compensated for their expenses.