

CARNELIAN WOODS TOWNHOUSE ASSOCIATION

Job Description: Board Vice-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 Vice-President of this group. The board elects the Vice-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 Vice-President main responsibility is to fill in for the President whenever needed. The Vice-President shall be responsible for:

- Presiding over meetings of the board in the absence of the President
- Assuring ongoing recruitment, development, and contributions of board members
- Serving as an ambassador of the association

Job Requirements / Knowledge:

- Must be a CW Homeowner
- Must have some understanding for 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 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 Vice-President. There may be “special conditions” where the Vice-President may be compensated for their expenses.