

Sun Lakes Villas Association #37, Inc.

Board Member Roles and Responsibilities

President

The president is required to fulfill many different roles, but the primary role is leader and manager. The president does not have the authority to do anything beyond the approval of the Board.

The president is the official spokesperson for the board and the association and works closely with the board, residents and all vendors to establish the overall goals of the association.

The president is responsible for the association's fiscal wellbeing, including directing the budget process, collecting assessments, ensuring reserves are adequately funded and that insurance coverage is sufficient to protect the board of directors and the association.

The president will delegate to knowledgeable people and professionals and use committees and their findings for the good of the association.

Vice President

The vice president substitutes for the president in his/her absence and may be called on to use the same management skills as the president. He/she conducts meetings and presides over the board meeting when the president chooses to stand down from the chair.

Secretary

The association secretary is the official recorder of the association's activities and is responsible for ensuring that accurate board meeting minutes are taken, safely maintained and kept indefinitely. Once recorded, the minutes are presented for approval by the board at a subsequent meeting. As appropriate, minutes are posted on the website and in the appropriate binder in the library at the Oakwood Clubhouse for homeowners to review.

Other secretarial duties will include filing documents and attesting to the validity of the documents by signing them. The secretary prepares and distributes board meeting notices, and also notes actions taken on authorized projects. Additionally, the secretary is responsible for all board of directors' correspondence. The secretary maintains a master list of Villas homeowners contact information.

Treasurer

The treasurer has the responsibility for association funds and will be responsible for keeping and maintaining a complete set of financial and accounting records, ensuring the financial stability of the association.

The treasurer is responsible for reviewing and understanding the association financial records and reports each and every month and is able to give a complete review as to the association's financial status to the board and homeowners at the board meeting. Financial information is posted on the website and available in the Library on a timely basis. The treasurer oversees and directs all aspect of financial activity and reporting with accountants. Additionally, the treasurer has the responsibility for overseeing the preparation of the annual operating budget. Other key responsibilities include monitoring the progress of the annual audit or financial review pursuant to Arizona law and ensuring the timely filing of the appropriate tax returns and monitoring insurance for the board as well as the association.

The treasurer is also responsible for overseeing the administration of the Reserve Fund and related investments. He/she works with the board of directors to assure that a proper Reserve Study is completed and funding is adequate to support the study.

Member at Large

The member at large carries out special assignments and other related duties as may, from time to time, be prescribed by the Board.

Responsibilities shared by all board members:

- Attend 4 Board meetings per year at Oakwood Clubhouse
- Attend meetings for annual budget preparation and various other Executive matters as they arise
- Be familiar with HOA Governing documents
- Field questions/inquiries from homeowners
- Retrieve and process HOA mail

FOR LEGAL JOB DESCRIPTIONS, PLEASE SEE VILLAS UNIT #37 BY-LAWS, SECTION IV

Approved by the Board of Directors on May 17, 2016


Nancy Engelhardt, Secretary