DUTIES OF OFFICERS AND MEMBERS OF THE BOARD OF DIRECTORS

Success of an Association not only depends upon the participation of the owners, but upon the officers who provide its leadership. Therefore, selection of officers should not be taken lightly. Board members, who are responsible for determining the officers of the Board, should select officers based on their executive ability and their ability to get along with others. In making that decision, members may want to consider the following characteristics that describe "officer material:"

- Has a genuine interest in being part of a **leadership team.**
- Is able to lead by example.
- Is familiar with the Condo Association and its By-laws.
- Is familiar with parliamentary procedure and is able to conduct a businesslike meeting.

Although the specific duties and responsibilities of Board members/officers are outlined in Condo docs, Florida Statues, etc., for an Association to operate smoothly, written duties for regular review are helpful. Having such written duties that are reviewed by the Board of Directors at the beginning of a term in office allows for the organization of resources and effective use of time. The following are typical duties of Board members and its officers:

President:

The President is the leader of the Association and must be committed to the purposes of the Association, be respected by fellow board members and enthusiastic about the role as leader. Generally, the following are considered responsibilities of the Association President:

1. Preside over meetings according to accepted rules.
2. Appoint committees.
3. Serve as official representative of the Association, signing all necessary documents on behalf of the Association.
4. Meet regularly with Manager to review Association business.
5. Seek recommendations from the Manager and board members responsible for specific functions or activities.
6. Prepare agendas for board meetings.
7. Delegate responsibilities to appropriate officers and/or committees.
8. Communicate on a regular basis with owners.

Vice-President:

The Vice-President is a key person in the Association. He/she is not only the "right hand" of the President but is normally the doer. The Vice-President is usually the organizer, coordinator and the facilitator of committee and project work. Generally, the following are considered responsibilities of the Association Vice-President:

1. Be acquainted with powers/duties of the Presidency.
2. Assume all duties of the President if it becomes necessary.
3. Supervise committee meetings when necessary and follows up, supervises and coordinates committee work when requested.
4. Work closely with President in coordinating Association projects and carries out all tasks delegated by the President.
5. Recommends ways of improving the effectiveness and efficiency of the Association.

Secretary:

The position of secretary is vital to the growth and progress of the Association. The secretary's role entails hard work and the Association's records depend on the Secretary's performance. Generally, the following are considered responsibilities of the Association Secretary:

1. Prepare and present the minutes of each meeting.
2. Ensures that all approved minutes and attachments are placed in official book, located in Manager's office.
3. Assist President with preparing the agenda and ensuring it is posted per legal requirements.
4. Complete all correspondence of the Board of Directors.
5. Compiles reports as requested by the President.
6. Keeps members attendance and participation records.
7. Records accurate motions and votes of the Board of Directors.

Treasurer:

The Treasurer has key responsibilities for the success of the Association. The Treasurer's primary responsibilities are to oversee the management of the financial affairs of the Association. Generally, the following are considered responsibilities of the Association Treasurer:

1. Oversee the development of the annual budget of expenditures and income for the association.
2. Work with the Association bookkeeper to maintain financial records.
3. Provide the Board of Directors and owners with periodic financial reports.
4. Ensure that all goods and services are properly accounted for before authorizing payment, signing checks.
5. Ensure proper procedures are followed in depositing money or requesting checks.

Reaffirmed Jan. 27, 2007, December 1, 2007, November 22, 2008, March 18, 2010, January 20, 2011and November 21, 2011;January 25, 2014; November 25, 2014, January 23, 2016, December 1, 2017