

## BEL-AIR HEIGHTS HOMEOWNERS ASSOCIATION ORGANIZATIONAL CHART

# Bel-Air Heights Homeowners Association Roles and Responsibilities

### Individual Board Member Responsibilities

- Attend all board and committee meetings and functions, such as special events.
- Be informed about the organization's mission, CC&R's, and by-laws.
- Review agenda and supporting materials prior to board and committee meetings.
- Serve on committees or task forces and offer to take on special assignments.
- Inform others about the organization.
- Suggest possible nominees to the board who can make significant contributions to the work of the board and the organization
- Keep up-to-date on developments in the organization's field.
- Follow conflict of interest and confidentiality policies.
- Assist the board in carrying out its fiduciary responsibilities, such as reviewing the organization's annual financial statements.

### Board President Job Description

- Oversee board and executive committee meetings
- Serve as ex-officio member of all committees
- Work in partnership with the association to make sure board resolutions are carried out
- Call special meetings if necessary
- Appoint all committee chairs and recommend who will serve on committees
- Assist secretary in preparing agenda for board meetings
- Assist in conducting new board member orientation
- Work with the welcome and social committee to recruit new board members
- Act as a spokesperson for the association
- Periodically consult with board members on their roles and help them assess their performance

## BEL-AIR HEIGHTS HOMEOWNERS ASSOCIATION ORGANIZATIONAL CHART

### Vice President Job Description

- Attend all board meetings
- Serve on the executive committee
- Carry out special assignments as requested by the board president
- Understand the responsibilities of the board president and be able to perform these duties in the president's absence
- Participate as a vital part of the board leadership
- Advise, direct, and lead the chair of all standing committees

### Board Secretary Job Description

- Attend all board meetings
- Serve on the executive board
- Maintain all board records and ensure their accuracy and safety
- Review board minutes
- Assume responsibilities of the president in the absence of the president, vice president, and treasurer
- Provide notice of meetings of the board and/or of a committee when such notice is required

### Board Treasurer Job Description

- Maintain knowledge of the association and personal commitment to its goals and objectives
- Understand financial accounting for nonprofit organizations
- Serve as financial officer of the organization and as chairperson of the finance committee.
- Manage the board's review of and action related to the board's financial responsibilities.
- Work with the executive board to ensure that appropriate financial reports are made available to the board and the association members on a timely basis.
- Interact with closing offices and real-estate agents regarding matters of annual dues payments made or pending on properties for-sale.
- Mail out statements for BAH annual dues each March. Collect and track payment of dues by each lot owner. Notify board of any delinquent accounts.
- Prepare the annual budget and present the budget to the membership for approval.
- Prepare annual federal tax return by March 30<sup>th</sup> of each year.
- Review the annual audit and answers board members' questions about the audit.