

The Ridge at Rock Creek Homeowners Association

President Duties

Purpose

- To serve as Chief Executive Officer (CEO) and have incumbent upon him/her all the oversight responsibilities of a CEO.

Responsibilities

- Preside over Association Board, Annual and Special Meetings.
- Develop an agenda for all meetings.
- Send agenda to each Board member, prior to mailing the Notice of Meeting, for review and additions.
- Enforce Robert's Rules of Order during all meetings.
- Establish a calendar of Board Meetings for review with Board members
- Arrive early for each meeting, assist with setting up room, arrange tables and chairs; introduce guests.
- Sign all contracts with contractors.
- Sign Annual Audit.
- Sign all insurance and bond contracts.
- Sign all tax returns.
- Develop Annual Budget for the Association with the Board and Treasurer.
- Appoint Committees to serve the Association.
- Write letters, email, etc. requiring Presidential signature for Association business.
- Write the President's Message for the Association website.
- Act as liaison to Association attorney.
- Take disciplinary action including asking for resignation of Board Members or Committee Members when warranted.
- Attend City Council meetings when agenda is germane to Association concerns and needs
- Other duties as required.

Common Activities

- Read, analyze and provide comments and/or approval of all:
 - Invoices
 - Vendor contracts
- Read, analyze and provide comments on:
 - Monthly Financial Report

- Monthly Legal Report
- Monthly Committee Report
- Attend all Board Meetings.
- Advocate and solve all homeowner's problems and/or issues.
- Communicate with all Board members and homeowners via emails, text messages and social media (Community Forums).
- Review all insurance contracts.
- Review all tax returns.
- Review Annual Audit.
- Review Annual Budget for Association.
- Review all contracts with contractors.
- Interview, along with other Board members, representatives of prospective contractors, Attorneys and Audit companies to serve the Association.
- Create and distribute flyers and post information on the email forum as needed.
- Dedicate about 10 to 15 volunteer hours per month to Association business