

# Neighborhood Associations

## Officer Roles

### **President**

- The president is the leader and manager of the association.
- The president is the spokesperson for the association and is looked at to establish the association's goals and priorities.
- The president must be familiar with the governing documents of the association, and is considered an authority on issues and procedures that are pertinent to the association.
- The president is expected to see that the bylaws and covenants of the association are enforced.
- The president is expected to run association meetings, be courteous and keep meetings on track.

### **Vice President**

- The vice president is likely to be the person who will fill in for the president in his absence and as such, it is important that the vice president is familiar with the association's objectives, bylaws and other governing documents.
- The vice president assists the president in performing the tasks necessary to run the association.
- The vice president is often a liaison between the various committees and the association board.
- If an association has multiple vice president positions, it is important that the bylaws specify who is in charge in the absence of the president.

### **Treasurer**

- The treasurer is the chief financial officer of the association and as such must understand their fiduciary duty to the association.
- The treasurer collects dues, writes checks and oversees the association accounts.
- The treasurer is responsible for making financial reports at association meetings, reconciling the accounts and preparing the financial statements and association books for fiscal year auditing.

### **Secretary**

- The secretary is the association record keeper.
- The secretary is responsible for general correspondence, sending out meeting notices and preparing agendas for the president.
- The secretary should have at every meeting a minute book, the association bylaws, rules, member list, agenda, ballots and any other supplies that may be needed to run the meeting.
- The secretary is responsible for recording and distributing meeting minutes.
- The secretary is responsible for notifying officers and committee members of their election or appointment.
- The secretary furnishes the committees with the necessary information to perform their duties.