

Volunteer Position: Director

Total Number of Directors: 9

Term: 3 years

Three Directors are elected each year by the Association membership at the Annual Meeting

Duties and Functions

- Must complete a Board Certification class within the first 90 days of being elected a Director to fulfill State of Florida Statute 720.3033 requirement
- Become familiar with and be knowledgeable with the language outlined within the Fairview Estates of Citrus Hills Governing Documents including but not limited to the following:
Declaration of Restrictive Covenants and Easements, the Fairview Estates By-Laws along with Florida Statute 720 on Homeowners Associations
- Attend and contribute to all scheduled meetings of the Board of Directors. Monthly meetings take place on the first Tuesday of the month. Workshop meetings are scheduled in between as needed
- Attend and contribute to the Annual Membership meeting in February
- Provide input to the President as meeting Agendas are created for the Monthly Board meetings as well as the Annual meeting and Workshop meetings
- Attend meetings prepared to engage in a positive manner toward the resolution of all matters brought before the Board of Directors
- Provide input to the formation and finalization of meeting minutes documents
- Seek assignment to one or more Committees and make positive contributions to the successful operation of the respective Committee
- Seek election to one of the Officer positions and make positive contributions to the proper management of the Association's business activities
- Taking the lead from the Treasurer, participate and contribute to the development actions associated each year to create and finalize the Association's annual budget
- Engage in recruiting actions throughout the year to generate Association member interest in volunteering for involvement with the Board of Directors as well as the Association Committees
- Engage with our Community Management vendor as needed
- When there is a change of position, work collaboratively with the new Director(s) to facilitate a smooth transition of them into their new assignment
- Perform other business duties as assigned