

**Officer Position: Director – Roads and Grounds**

**Term: 1 year**, Runs from Annual Organization Meeting to Annual Organization Meeting

**Performs all defined Director Duties and Functions plus the following actions.**

**Duties and Functions**

- Attends 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
- Specifically responsible for all Annual Budget line item inputs associated with Lawn and Landscape along with Utilities covering water and electricity usage
- Working with the Treasurer, the Secretary and the Board, be a key participant in the development and finalization of the next year's budget activities resulting in an approved budget no later than October
- Responsible for the day to day management of all Fairview Estates service providers contracted to perform work in the areas of Lawn and Landscape as well as Utility services to insure cost effective solutions, timely receipt of deliverables along with validating the accuracy/correctness of the respective deliverable.
- Primary Point of Contact to Association Members for any observed issues within the Community about roads, streetlights, landscaping, irrigation and the Annapolis Avenue Entrance Sign
- Perform the role of Landscape Committee Chairman. Coordinate with the President and the Board the minimum assignment of two other Association members to populate this Committee focused on the planning, development and implementation of landscape features within the Community
- When there is a change of position, work collaboratively with the new Roads and Grounds Director to facilitate a smooth transition of them into their new assignment
- Perform other management and oversight duties as assigned