

**Officer Position: President**

**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**

- Organize, attend and lead 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
- Organize, schedule and implement the Annual Membership meeting in February
- Obtain input and formalize Monthly Board meeting as well as Annual meeting Agendas. Insure final documents are posted to the website and emailed to the Association Membership no later than the Friday before the respective meeting
- Monitor and oversee the progress of each meeting to insure the time spent by each Member in attendance is productive and efficient. Seek input and formulate decisions in a timely manner
- Coordinate with our Community Management vendor all contracted functions to insure timely receipt of deliverables along with validating the accuracy/correctness of the respective deliverable. The President is the Primary Point of Contact, the other respective Officers are Secondary with one exception. In Finance matters, the Treasurer is the Primary Point of Contact with the Community Management vendor.
- Secondary signatory authority for every Association Bank Account. Treasurer is Primary. Vice President is also Secondary
- Insure accuracy in the formation of meeting minutes documents. Obtain input and see to it that these critical records are formalized (Draft and Final versions) then posted/emailed to the Association Membership no later than 10 days before the next scheduled meeting. Also insure all records are properly archived for future reference
- Authorize proper expenditures that exceed \$100 and are less than \$1,500 in value. All expenditures above \$1,500 in value require Board approval
- Attend ACB and other Committee meetings periodically through the year to provide guidance and input to these key engines that make our Association operate. President is ultimately responsible for all Committee actions and activities
- Insure an even distribution of tasks across the 9 Board members so that no member is swamped by too many actions. Balance the load evenly
- Working with the Treasurer, the Secretary and the Board, schedule a budget workshop meeting to take place in August where the next year's budget will be developed. Finalize, Notice to the Association and Approve the next year budget in October
- Engage and oversee 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
- Join the Welcome Committee when making visits to personally meet and welcome new Property Owners periodically
- Perform the role of mediator when disputes arise between the Board and the Association membership
- Working collaboratively with the Treasurer, compile a year-end Financial Report inclusive of all Revenue and Expenditures by 3/31. Post the report and send written notice to the Association membership by 4/30
- Working collaboratively with the Treasurer, insure the Annual Tax Return is created and submitted before 4/15
- Working with our Community Management vendor, insure the Annual Report is filed with the State of Florida by 5/1. The State of Florida deadline is 5/15
- When there is a change of position, work collaboratively with the new President to facilitate a smooth transition of them into their new assignment
- Perform other management and oversight duties as assigned