

## **Board Member Roles**

### **President**

Presides over all meetings of the owners and the board and is charged with the general supervision of the business and affairs of the corporation. (Bylaws Article 7.4)

Exercises overall responsibility for insuring proper governance of the corporation.

Sets the agenda and schedule and calls regular board meetings.

Acts as the Single point of contact between the board and the Property Manager.

Communicates to homeowners primarily by email and occasional newsletters.

### **Vice President**

Manages the Homeowner Request Process by maintaining the Property Issues and Requests spreadsheet and arranging Zoom meetings as required to discuss homeowner requests or issues.

Fills in for the president as required.

### **Secretary**

Ensures accuracy of Board of Director meeting minutes by keeping notes, summarizing action items, and, reviewing draft minutes for accuracy prior to circulation to Directors.

Makes arrangements for the Annual General Meeting and any other special meetings of owners by reserving the meeting location and coordinating any equipment or other requirements.

Takes the minutes of meetings when the Property Manager is not in attendance and distributes them to attendees.

### **Directors**

The remaining directors will coordinate various volunteer or social activities that may arise.