4HRPOA BOARD OFFICERS DUTIES & RESPONSIBILITIES

This document describes the duties and responsibilities of the Board officers in more detail, and in alignment with, the officer descriptions in the Bylaws of Four Hills Ranch Property Owners Association. If there is any conflict between these descriptions and those in the Association Bylaws, the Bylaws will take precedent.

association, the seal must be used. Under most circumstances, the secretary, as custodian of the seal, traditionally verifies the president’s authority by also signing or attesting on the president’s signature and placing the corporate seal on the appropriate order, resolution, or other document.

PRESIDENT

The president is vested with all the powers generally given to the chief executive officer of a corporation. While specific bylaw provisions may vary the president’s duties, it is generally presumed that he or she will preside at all meetings of the board and the membership. The president may sign, with the Secretary or other proper officer of the corporation authorized by the Board, any deeds, contracts, orders, mortgages, bonds, and other documents that the Board has authorized to be executed. When signing documents, the president and other Association officer should indicate the capacity in which he or she is signing to avoid any personal liability since the president’s signature, under most circumstances, will bind the association under a doctrine of inherent power.

The president also assumes general charge of the day-to-day administration of the association and has the authority to authorize specific actions in furtherance of the board's policies. As chief executive officer, the president serves as spokesman for the board of directors in most matters relating to general association business. Like all officers of the association, the president has an affirmative duty to carry out the responsibilities of the office in the best interests of the association. The president serves at the will of the board of directors and can be removed with or without cause at any time by majority vote of the full board.

The president also has the authority to appoint certain officers to assist with the duties of the office such as vote tellers, inspectors of elections, sergeant of arms, committee members and a temporary secretary or recorder.

VICE PRESIDENT

The vice president of the association is vested with all of the powers which are required to perform the duties of the association president in the absence of the president. The vice president does not automatically possess inherent powers to act in the capacity of chief executive and may act for the president only when the president is actually absent or otherwise unable to act. The vice president may assume such additional duties as are defined by the board of directors.

In many communities, the vice president will be assigned specific areas of responsibility which may include the grounds and buildings, the recreational
properties, or other association activities. The vice president may also be designated to serve as the executive director or the third-party company manager for the association. Each of these duties must be specifically conveyed by the board of directors upon the vice president, and the scope of this authority and responsibility should be defined in writing and placed in the minutes or in the bylaws of the association.

**TREASURER**

The treasurer is the custodian of the funds, securities and financial records of the association. If there is a third-party company, manager or other Association member that handles the Association’s funds, then the treasurer’s duties will include overseeing the appropriate company or member(s) to ensure that the financial records and reports are properly kept and maintained. Unless the bylaws otherwise specify, the treasurer is responsible for coordinating the development of the proposed annual budget and for preparing and giving the annual financial report on the financial status of the Association.

The treasurer does not have the authority to bind the association or the board of directors in dealing with third parties unless the board has provided express authority for the treasurer to do so. As with the association’s secretary, the treasurer does not have to actually perform the day to day record keeping functions of the association, but the treasurer will ultimately be responsible for insuring that the financial records of the association have been maintained properly in accordance with good accounting practices.

**SECRETARY**

The secretary of the association is responsible for keeping and maintaining a record of all meetings of the board and the membership and is the custodian for most of the official records of the association. As the custodian of the minutes and the other official records of the association, the secretary is responsible for ensuring access to those records by the members of the association and their authorized representatives. Similarly, it is appropriate for the secretary to oversee the content of any website that disseminates information for the community via the internet.

Unless the community documents otherwise provide, the secretary will be in charge of giving all of the required notices to both the board and the members in accordance with the law and the documents of the community. As the custodian of the records, the secretary may also be responsible for filing the annual government reports to maintain the active status of the association.

If there is a third-party company, manager or other Association member that handles the Association’s records and notices, then the secretary’s duties will include overseeing the appropriate company or member(s) to ensure that the records, notices and reports are properly kept and maintained.

The secretary of the association is the designated custodian of the "corporate seal". While there is no required content for the seal, the board of directors must adopt a format for it, and when executing an instrument on behalf of the