

Rarity Bay Community Association, Inc.

JOB DESCRIPTION: BOARD OF DIRECTORS

Department:	Community Association
Job Title:	Member of the Board of Directors
Job Category:	Voluntary; elected annually; rotating 2-year terms
Workday:	Attend scheduled meetings
Dress Code:	None
Reports to:	Association Membership
Objectives:	To conduct the business of the Rarity Bay Community Association, Inc. in a fair and impartial manner.

The purpose of the Board of Directors (BOD) is to serve the needs and interests of the members of the Association. The BOD sets policy, adopts rules and regulations, adopts resolutions, and approves the annual budget.

A Board member must make decisions based on the good of the community, not based on his/her personal likes and dislikes. To be effective, Board members cannot have hidden or private agendas. You must have a genuine interest in the community as a whole and be able to look at the big picture. You will need to differentiate between pet peeves and more substantial problems and concerns.

Requirements:

1. Verbal communication skills
2. Honesty and integrity
3. Patience
4. Impartiality
5. Understanding of fiduciary responsibilities
6. Do not allow personal agendas to cloud judgement

Responsibilities:

1. Attend Regular, Special, and Executive meetings of the Board of Directors.
2. Attend the Annual Meeting of Members.
3. Review all management and financial reports as may be presented by the Association Manager.
4. Vote on issues that may legally come before the Board of Directors.
5. Become familiar with the Governing Documents.
6. Be aware of the Powers and Duties of the Board as stated in Section 8.17 and 8.18 of the By-laws.
7. Receive concerns and suggestions from the Membership and tenants regarding the community and bring them before the Board as may be appropriate.