

High Point Estates HOA Board Member Job Descriptions

President

- The HOA president oversees the HOA's day-to-day administration and makes sure all duties are carried out. The president is expected to preside at all meetings of the HOA and Board of Directors and execute orders, contracts, and documents in the name of the HOA. The president is the spokesperson for the directors in most matters.

Vice President

- If the HOA president must be absent for any reason, the vice president is tasked with taking on all powers assigned to the president. The vice president only possesses these powers in the absence of the president. The vice president often takes on other responsibilities as well, such as chairing a committee. Attendance at Board meetings is required if the President is unable to attend.

Secretary

- The HOA secretary's responsibilities include recording the votes and keeping the minutes of all meetings and proceedings of the Board of Directors. The secretary serves notice of the meetings of the Board of Directors and performs other duties as needed.

Treasurer

- The HOA treasurer's responsibilities include managing the HOA's budget, funds, and financial records and reports. The Treasurer shall receive and deposit in appropriate bank accounts all monies of the HOA and disburse such funds as directed by the President or by the Board of Directors.

Adjunct Board Member

- An adjunct board member does not have voting rights but can assist the Board of Directors in a variety of ways, including participating in a committee. Attendance at Board meetings is optional.

All Board of Directors positions are voluntary and not compensated, however the President, Vice President, Secretary and Treasurer are not required to pay annual HOA dues.