

Duties of the President

The president is elected by the board and serves at the pleasure of the board. Unless provided otherwise in the bylaws, a president's duties include:

- presiding over board and membership meetings,
- serving as liaison between management and the board,
- serving as liaison between the association's attorney and the board,
- serving as general manager and overseeing day-to-day matters, such as meeting with vendors, soliciting bids, etc., and

Duties of the Treasurer

Treasurers do not have unlimited authority over the association's monies. Unless the governing documents provide otherwise, a treasurer's duties are as follows:

- oversee the association's operating account and reserve account
- keep and maintaining the association's financial documents
- oversee investments
- ensure that bills are paid
- oversee the preparation of the budget
- ensure that a reserve study is prepared
- review and implement safeguards to protect the association's financial assets
- sign bank cards

The treasurer can delegate many of his/her duties to the manager, Management Company.

Duties of the Secretary

Unless the governing documents provide otherwise, a secretary's duties are as follows:

- oversee giving notice of board and membership meetings
- ensure that minutes of meeting are taken and approved
- Sign a copy of the final, approved minutes
- oversee the preparation of the membership list
- file appropriate documents with the Secretary of State
- as custodian of records, ensure that the association's records are maintained

The secretary can delegate many of his/her duties to the manager, management company.