



PRESIDENT	VICE PRESIDENT	BOARD MEMBER
Conducts Quarterly and Annual Meetings	Attends Quarterly and Annual Meetings	Attends Quarterly and Annual Meetings
Creates Budget with Treasurer	Creates Budget with Treasurer	Creates Budget with Treasurer
Approves Meeting Minutes	Approves Meeting Minutes	Approves Meeting Minutes
Manages collection of Late Dues with Treasurer	Manages collection of Late Dues with Treasurer	Manages collection of Late Dues with Treasurer
Generates RC&C Violation Notices	Generates RC&C Violation Notices with President	Generates RC&C Violation Notices with President
Oversees All Contracts	Any Additional Duties Assigned by the President	Any Additional Duties Assigned by the President
Manages Maintenance Crew	Any Presidential Duties when President in Not Available	Any Presidential Duties when President in Not Available
Establishes Internal Procedures and Policy	Address Comments or Complaints from Home Owners	Address Comments or Complaints from Home Owners
Maintains a current Organizational Chart	Delivers Emails to Non-Email Resident (5)	Mass Emails when President is unavailable
Oversees Legal Matters		
President Section in Newsletter		
Generate Dues Letter with Treasurer		
Oversees all Committees		
Receives Mail from Treasurer		
Contacts Realtors to inform them of RC&Cs		
Communicates with Title Companies with Treasurer		
Address Comments or Complaints from Home Owners		
Post Messages on Sign		
File Tax Return with Treasurer		



TREASURER	SECRETARY	NEEDS
Attends Quarterly and Annual Meetings	Attends Quarterly and Annual Meetings	
Creates Budget with Board	Prepares Meeting Minutes	
Gives Financial Report at Meetings	Prepares Newsletter	
Gives Financial Reports to Secretary for Newsletter	Summarize and Update Meeting Minutes	
Inputs Transactions into Excel		
Reconciles Bank Statements each Month		
Generate Dues Letter with President		
Collects Dues and Deposits into Bank Account		
Manages Collection of Late Dues with Board		
Receives Mail and Routes to President		
Receives Invoices and Pays		
Receives Receipts from Committee Members and Reimburses		
Collection of Tax Items for Annual Tax Return		
File Tax Return with President		
Files State Nonprofit Corporate Report		
Communicates with Title Companies with President		

