

Hunter's Glen Homeowners Association, Inc. Policies and Procedures			
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Job Description--President

Someone must be responsible to see that it all works. That's the president. The president sets the course and, more than any other individual, determines the direction of the association.

Duties of the president include:

- Appoint committees as needed and ensure that each has a charter, objectives and the resources to meet them. Coordinate people and resources. Encourage the volunteers and monitor the progress toward their objectives
- Anticipate and plan for upcoming activities
- Monitor association activities and ensure follow-up to completion
- Identify problem areas and coordinate resources and processes for solution
- Identify ways to improve our condition—to make things better than they were before
- Promote the association within the neighborhood. Make residents feel good in being part of and participating in it
- Enhance the image of the association outside of the neighborhood—to the city, real estate professionals, and others
- Be a team builder. The quality of the teams determines the success—at problem solving, maintaining and improving our condition and the quality of life here. Keep new blood flowing. Encourage people with exceptional talents to run for the board and participate on committees. And when it comes time to appoint committee members or get board

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candidates, do whatever is necessary to get those exceptional people to say “yes”. Providing the best possible Board candidates before an election is one of the most important activities you will participate in

- Identify future leaders. One of them is a future president. Work with them; include them in some of the activities so they can see how it works and how things are done
- Set an example for the kind of leadership you want for the future of Hunter’s Glen/Cove. Performance of future presidents will be influenced by your example
- Foster a team spirit. Individuals working together, supporting each other, depending on each other, encouraging and commending each other build constructive momentum— anything can be done and any obstacle overcome
- Recognize performance. Ultimately committees and boards don’t do things. Individuals do. Recognition and thanks are our only currencies. Ensure plenty is paid

Monthly:

Facilitate meetings. Board meetings are pivotal; this is where the course is set and most activity initiated. The tenor of the president’s leadership is apparent here. For many who attend, how you run the meetings is an indication of the quality of your leadership in all association activities.

These are some things you can do to keep meetings moving and productive:

- Prepare an agenda with specific topics. Prepare an agenda before each meeting, drawing from previous agenda items. It’s handy to keep a working list you add to between meetings as other items occur to you
- Identify topics that may require special study or inordinate periods of time—those better considered by a committee or a separate meeting, and delegate or schedule that meeting if appropriate
- When placing an item on an agenda, compile material that can be provided to Board members days before the meeting that may help them prepare for dealing with the item quickly at the meeting
- When placing an item on an agenda, try to develop a proposal for a solution. Encourage other board members to do likewise when broaching problems. Even if the proposal isn’t accepted, having a document to seed discussion will provide an important start. Some of the finer issues will have already been addressed and you’ll be closer to a solution. Waiting until you’re at your meeting and then hurriedly attempting solution, policy, letter, or rule on the spot often leads to a poor product and an unnecessarily long meeting
- Be somewhat familiar with the rules of procedure adapted for meetings. Occasionally it may be necessary to invoke a rule to resolve a procedural question in order to help you maintain control of a meeting

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Maintain a periodic events calendar. Bring events upcoming on the calendar to the attention of the Board as necessary.

Review the news letter before publishing. From time to time the newsletter may contain references to sensitive issues. Since it's the communication arm of the board, we are responsible for its contents; the president should review it to insure it treats those issues carefully. Alternatively, the president may appoint someone else to do this.

President's inventory:

The following items should be transferred from an outgoing president to an incoming one:

Records: the president will compile a large number of documents while in office, including correspondence, financial statement, reports etc. To work effectively, he or she must have these records at hand, thus many of these won't be transferred to the secretary while issues they relate to are still active. When a new president takes over, some of the outgoing president's active records may be transferred to the new president and inactive ones to the secretary for archiving.