

## SRCA HOA BOARD OF TRUSTEES

Officers / Trustees / Committee Chairperson

Job Descriptions

12/11/23

The Job Descriptions linked to the Job Titles have been drafted after gathering input from current Trustees/Committee representatives. The primary purpose of documenting these key functions is to ensure continuity of SRCA operations as well as clearly define for prospective SRCA Trustees, volunteers and membership a view of the duties involved for each responsibility.

There are three general areas of responsibilities of the Spinnaker Ridge Board of Trustees that include maintaining common areas, managing budgets/fiscal responsibilities, and enforcing/complying with the SRCA governing documents. Within each of these categories are many tasks.

There are more opportunities within SRCA to volunteer than those included in the following descriptions. As we are a self-governed volunteer Homeowners Association we encourage Members to participate.

**To view job responsibilities click on the job title you wish to review.**