

President (Officer) Job Description

- Reports to Board of Trustees
- Reviews, consults, and enforces the Spinnaker Ridge Community Association (SRCA) Governing Documents in making decisions regarding obligations and requirements as SRCA President
- Sets the calendar for Board of Trustees Meetings (BOT), Annual Meeting, Formation and Budget Ratification Meetings
- Sets AGENDAS and schedules BOT meeting dates, Executive Sessions or emergency meetings as needed
- Reviews Annual Meeting Report, reports to Association Members
- Presides over all SRCA meetings according to Robert's Rules of Order
- Studies, discusses, votes on Board of Trustee Motions
- Reviews the Reserve Study, stays informed, recommends adjustments, reports to the Board of Trustees
- Informs Vice-President of pending issues
- Works with Treasurer on Annual Budget and related financial matters
- Appoints Committee Chair representatives
- Reviews and approves contracts, orders, and documents on behalf of SRCA
- Represents Spinnaker Ridge Community for any contacts or issues with parties outside of and involving the greater community
- Ensures records, SRCA information and correspondence are maintained
- Distributes keys to the homeowners
- Reviews/confirms homeowners actions are within the guidelines of SRCA governing documents
- Reports to BOT any pending legal actions
- Evaluates rental requests to ensure Rental Cap Amended Bylaws are followed and reports to BOT new rentals and status of rentals within the community