

What is the Responsibility of RCCTA Board Members

All BOD members are responsible to manage the HOA using the RCCTA Declarations, policies, by-laws and articles of incorporation. It is the BOD's responsibility to maintain the HOA and oversee the day-to-day upkeep of the HOA (grass, snow, insurance, gutters, lanes, landscape, repairs, etc.) The BOD manages the Property Manager who ensures the tasks and general welfare of the HOA is within guidelines and expectations. This list is not conclusive with respect to what the BOD oversees.

Per the HOA Bylaws, Article 4, 5 and 6 notes what the BOD does, and it breaks it down into the various job duties. (Article 4, 5 and 6 have been attached.) Technology, and having a manager, has removed numerous task the BOD previously did. As a BOD, however, we are still responsible, but someone else is performing the task.

BOD members typically take on positions of which they either have had prior experience, feel passionate about and where they can have the greatest positive impact on the HOA betterment. When needed, all BOD 'pitch in' when necessary. Occasionally, BOD members will have to fill positions when vacancies occur.

The BOD votes on proposals, project planning, contracts, etc. All BOD members vote on all motions and have an equal say on proposals. Motions become effective when a majority has confirmed or denied the motion.

President – oversees all BOD meetings; typically composes agenda; maintains decorum and organization at meetings; votes when a tie breaker decision is needed; conducts business meeting using Roberts Rules of Order; signs legal document (contracts, financial paperwork, etc.)

Vice President – Responsible for the President's position if the president is incapacitated; works on special project if needed.

Secretary – takes meeting minutes as required (attendance, details, motions, documents all business decisions, etc.) publishes minutes; handles the annual meeting proxies; assists with website organization; maintains 'history' of meetings for future references.

Treasurer – maintains financial records and accounts, provides statements to manager; if able, invests money; leads the budget planning; ensures money is directed properly, collected, disbursed as intended; signs legal documents as required; ensures tax filings are completed.

Member-at-Large – Takes on special projects if needed; assists other BOD members.