

Holiday Acres POS Job Descriptions

PRESIDENT

Responsible for overall performance of Holiday Acres POA

- Oversee performance of Board members
- Guide the Secretary in developing agendas for Board Meetings
- Oversee recruitment of new Board as needed
- Oversee the Architectural Review Committee
- Create Annual letter and other key member communications.
- Preside over the Annual Meeting and by-monthly Board Meetings
- Respond to owner complaints
- Oversee recruitment of new Board Members
- Adjust duties for officers based on their unique skills

VICE-PRESIDENT

- Fill in for President when he/she is temporarily unavailable to perform his/her duties
- Log in to Holiday Acres email at least weekly and respond to emails that are appropriate
- Forward emails to other Officers for which they are responsible
- Prepare and mail annual meeting mailing and dues statement with other Board members.
- Assist with recruitment of new Board members
- Other duties as assigned by the President

SECRETARY

Responsible for documentation and notification of official meetings and POA correspondence.

- Prepare agendas, post agendas for owners at least 48 hours prior to the meeting and distribute to Board members
- Document key discussions and decisions at meetings in minutes
- Provide transcribed minutes for the Board and post to the web site for members
- Responsible for all non-financial correspondence with members and the public. Read and respond as appropriate to all correspondence via mail and email with assistance of other Board Members. Prepare and mail annual meeting mailing and dues statement with other Board members.
- Email new owners with welcome letter and contact sheet and maintain site map list of owners with other Board members
- Assist with recruitment of new Board members
- Other duties as assigned by the President

TREASURER

Responsible for overseeing the finances of Holiday Acres POA including:

- Review and present financial statements to the Board at Board meetings and to the membership at the annual meeting.
- Present financial statements to the Board for approval
- Present bills for approval to the Board
- Oversee the performance of the organization accountant
- Review bank statements and compare them to the financials
- Review bills as needed with the accountant
- Collect mail from the POA PO Box at least weekly
 - Deliver checks, title requests and other finance related mail to the POA accountant
 - Deliver complaints and other appropriate mail to the President
 - Deliver correspondence to the Secretary
- Prepare and mail annual meeting mailing and dues statement with other Board members along with annual budget.
- Assist with recruitment of new Board members
- Other duties as assigned by the President

BOOKKEEPER

Responsible for maintaining the books for the POA, preparing financial statements, billing owner for annual dues and overseeing the collection process

- Respond to title requests with information on any balance due and transfer fee
- Enter new owners into the database
- Update owner demographics in database, when needed
- Inactivate owners who sell their properties
- Enter and pay all bills
- Maintain vendor list
- Prepare financial reports for the Treasurer to present to the Board
- Collect dues; deposit dues and enter dues payments into the financial system
- Prepare annual dues statements and labels for the annual mailing
- Follow collections policy for delinquent owners adding late fees as appropriate and communicating a notice of lien and enforcing liens as necessary