HOMEOWNERS ASSOCIATION OF TELLICO VILLAGE, INC.
COMMUNITY SERVICE • POLITICAL AWARENESS • FELLOWSHIP

President
Job Description

Purpose

Serves as HOA Chief Executive Officer (CEO) having all the oversight responsibilities of a CEO. Sets strategic direction for the organization.

Responsibilities

- Preside over HOA Board meetings and other HOA functions. Direct the preparation and distribution of agendas for these meetings.
- Supervise other Board members and other providers of services to the HOA in the performance of their duties.
- Lead a team of HOA Board members in the establishment of the organization's annual objectives. Objectives to be approved by HOA membership at the first General Meeting each year. Assign accomplishment of objectives to teams and periodically review the level of goal accomplishment.
- Review and approve HOA Board and General Meeting minutes before the Secretary distributes them to board members prior to HOA Board meetings.
- Call special meetings of the HOA Board or the Board's Executive Committee. Call special General Meetings if needed.
- Appoint a Nominating Committee in June of each year to develop a slate of Board officers for the following year. The slate is presented for Board approval at the October Board meeting and for a vote by the general membership at the November General Meeting/Recognition Event.
- Appoint a committee at the July Board meeting to develop plans for the October POA Board Candidates' Night. Group is to develop questions for POA Board candidates which should be reviewed and approved by the HOA Board at the August Board meeting as well as plans for communicating candidate answers and event publicity. Preside over the POA Candidates Night event.
- Oversee the Secretary's handling of responses to inquiries made to the HOA via the contact the HOA option on the HOA web page.
- Appoint all task teams and special event teams (e.g., Candidate Night teams). Assign Board members to POA Advisory Committee Liaison and back-up positions.
- Direct the planning of the annual HOA Volunteer Recognition Night and Board election. Preside over the meeting and present each outgoing Board member with a recognition gift.
- Financial:
  - In the absence of the Treasurer, sign all checks, vouchers, and other evidence of payment.
  - Approve the payment of all checks over $3,000.
  - Determine payments that should be made from the President's discretionary fund.
  - Direct the budget setting process and monitor performance to budget.
  - Oversee completion of the annual audit and government filings by the Treasurer.

- Attend POA Board meetings, giving a report on HOA objectives/initiatives/issues/concerns. Report relevant information from the meetings to the Board in President's monthly Board Report. Serve as back-up to VP, Programs at POA Workshops.
- Serve on the TVVFD Board.
- Meet as necessary with the POA Board President and POA General Manager.
- Coordinate with the POA Board President and the HOA Board on the need for and subject matter of HOA/POA joint meetings.
- Review and counter-sign contracts for HOA events.
- Write the HOA President's message and other articles, as appropriate, for the HOA *Voice of the Village* newsletter. Review drafts, assist in editing the newsletter and approve its publication.
- Maintain the HOA Policy document and direct the Secretary to distribute changes to HOA Board members.
- Update President's Job Description as required.
- Maintain the President notebook and complete all updating prior to training successor.
- After receipt of year-end reports from Board members, prepare an update to the HOA History which should include a status report of current year objectives.