

POSITION DESCRIPTION

BOARD OF TRUSTEES

REQUIREMENTS / QUALIFICATIONS:

The requirements and qualifications to serve as a member of the Board of Trustees are stated in the Bylaws of the Corporation in Article IV, Trustees and Officers. The only requirement is that the candidate must be a member in “good standing” of the Association, or the appointed legal representative of same.

CONTROL AND AUTHORITY:

The Board of Trustees is authorized by the Articles of Incorporation and the Bylaws of the Association. Order of Succession:

President
Vice-President
Secretary
Treasurer
Trustees by seniority

BASIC ASSIGNMENT:

The basic assignment, duties and responsibilities, of the Board of Trustees is set out in the Bylaws and the Articles of Incorporation. These Articles set the Board of Trustees as the legal controlling body of the Association, and sets standards as to how these powers are to be used. It shall be the duty of the Board of Trustees to act at all times in the best interest of the Association and all its members.

DUTIES AND RESPONSIBILITIES:

1. Review incoming and outgoing mail no less or at least weekly.
2. Inform office staff when out of town, giving location and method of contact.
3. Procedure for office staff to do any work, beyond daily office duties, for trustees are to be routed through the Business Manager
4. Annually assess, in cooperation with the Business Manager, the effectiveness of the Board, and make any needed changes to the By-Laws, Covenants, Board Policies, Committee Charters, Position Descriptions or Operating Procedures within the jurisdiction of the Board, and make changes to improve the operation of the Board.

