

Duties for each Shadow Brook Board Position

Duty	President	VP Social	VP Pool	Communications (Recording Secretary)	Financial Secretary	Treasurer
Keep safe all permanent association records, including electronic files	X				X	X
Dispose of obsolete records, according to official association procedures	X				X	X
Provide an appropriate records retrieval process for members or other interested parties	X				X	X
Oversee the financial records including receipts & disbursements to ensure timely payment of bills and that funds are available.	X				X	X
Assist with annual dues mailing and posting, monitoring A/R balances	X				X	X
Withdrawal of funds shall be subject to the signatures of such officers as may be designated by the Board.	X				X	
Be the authorized signatory or official witness for certain association documents	X				X	
Check Post Office Box	X				X	
Deposit Checks	X				X	
Receive and route the association correspondence, including applications and complaints	X				X	
Issue meeting notices	X				X	
Monitor cash flow needs	X					X
Prepare budgets	X					X
shall preside over all meetings of the membership and the Board of Directors	X					
He shall sign as President, all written instruments that have first been approved by the Board of Directors	X					
Subject to the advice and control of the Board of Directors, he shall have direction of the affairs of the corporation.	X					

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He shall call meetings of the membership of the Corporation and the Board of Directors in accordance with the provisions of these By-Laws	X					
Upon the expiration of his term, the immediate past president shall serve for one year as a special consultant to the newly elected Board of Directors and shall attend the meetings of the Board, in order to provide advice and counsel to the Board and to insure continuity of the activities of the Corporation.	X					
Preparation of Agenda Drafts for HOA and Board Meetings	X					
Preparation of Presentation Power Points for HOA Meetings	X					
Organize meetings for association endorsed gatherings	X					
Unless the board instructs otherwise, act as the authorized agent for the association in official matters	X					
Ensure the required annual and public disclosures are made in a timely manner	X					
Cause to file the applicable local, regional and state recordings, registrations and reports	X					
Meeting scheduling – 2 General homeowner meetings per year [President?]	X					
ACC items requiring board involvement	X					
If both the President and the Vice-President-Social are absent or unable or refuse to act, then the Vice-President-Pool shall perform the duties			X			
shall also be responsible for the maintenance and operation of the pool owned by the Corporation.			X			
January- determine management staffing by either flying the position internally to current staff or post on Craig's List. We have had the best experiences hiring from within as the managers understand our pool context			X			

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February- early Feb. send out returning guard applications and have them due back by mid Feb. to determine number of new staff needed. Send the apps out via email to staff you would like to return.			X			
Mid- Feb. send out new guard applications to members and associate members who may have asked when they are coming out. Post on website.			X			
Early March- work with manager to schedule interviews for Asst. Managers, Head Guards and new guards.			X			
Late March- send out employment agreements with evaluation criteria, W4 and I9 forms. Obtain sizes for uniforms and vacation schedule.			X			
May- employee meeting?			X			
Schedule Inservices- train on chemicals- do we need Jer?			X			
July- mid- summer evaluation completed by management and discussed with employees			X			
Aug end of season evaluation completed by management and discussed with employees			X			
March: Contact swim team to determine practice schedule.			X			
Contact Luis about planting new flowers about 6 weeks before opening.			X			
April: Contact dumpster company to upgrade dumpster size			X			
Contact AT & T to turn on wireless internet			X			
Schedule pool set up day with guards: clean chairs, set up tables, umbrellas, clean out storage shed, turn on freezers, check supplies.			X			
Order lifeguard uniforms and office supplies.			X			
Work with management to schedule swim lesson sign ups and prepare paperwork.			X			
Check general facility status and schedule projects.			X			

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May: Have staff check on propane tanks.			X			
June – August: Meet with pool staff to regularly check on maintenance.			X			
October Contact dumpster company to downsize dumpster			X			
Swim Lessons April- set dates for May sign ups. Must come in person to sign up, no cash accepted and pay in advance. No refund or make up for missing 1-2 days.			X			
It shall be the duty of the Recording Secretary to keep the seal of the Corporation and to affix it to all papers requiring the same; to have custody of all records and papers of the Corporation, and to handle its correspondence; to serve all notices required by these By-laws					X	
and record and file the minutes of all meetings. These minutes shall be published monthly to all officers of the Corporation, at least seven (7) days prior to any scheduled Board Meeting, and to any other requesting member of the Corporation.					X	
Prepare and deliver outgoing correspondence on behalf of the association					X	
Supply new board members with an orientation packet					X	
It shall be the duty of the Financial Secretary to collect, keep records of receipts, and deposit all funds of the corporation in such banks or financial institutions as the Board of Directors shall designate.					X	
The Financial Secretary is to keep a record of the membership, their addresses and telephone numbers and to perform any other duties prescribed by the Board of Directors.					X	
Pay periodic, monthly, and annual bills					X	
Answering general homeowner questions submitted by email					X	
Chair a meeting in the absence of President and Vice President					X	

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Document other actions taken, with written consent, outside of a meeting					X	
Validate meeting proxies					X	
Maintain an accurate and current membership list (dependent on VP Finance Quick Books records not circulated)					X	
Maintain the corporate seal, if any, for use on significant documents					X	
shall be responsible for all disbursements, maintain adequate records, and render an annual financial report reflecting all receipts and disbursements.						X
Copies of such report shall be available to the members. Disbursement of corporate funds shall be subject to the signatures of such officers as may be designated by the Board						X
Ensure quality control procedures are followed						X
Review and submit monthly financial statements						X
Work with President on Budget preparation						X
Coordinate with outside parties for completion of all taxes						X
Prepare or review the monthly bank reconciliation						X
All duties of the President shall, in his absence, inability or refusal to act, be performed by the Vice-President-Social.		X				
In addition he shall be primarily responsible for the social - Big 3 Summer Events (Memorial Day, 4th of July, Labor Day Weekend), Cabana Activities - Socials, Food Trucks, Game Nights		X				
Present new members with a detailed welcome packet		X				
Coordinate with Swim Team regarding activities and social functions		X				

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Work with VP Pool to organize offerings for members at the pool - ex. Exercise programs		X				
Provide Communications with Social updates for Splasher, Website, and social media, and present updates at Board Meetings		X				
Keep copies of all Splashers				X		
edit and publish a monthly newsletter to inform all members of the Corporation for any items of interest;; request from each member of the Board a monthly input to the newsletter; distribute the newsletter to all members of the Corporation; and perform other duties prescribed by the Board.				X		
Maintain and update the association's website				X		