



CANDLEWOOD SHORES TAX DISTRICT

General Summary of Board Positions

Board President

- Is a member of the Board.
- Serves as the Chief Volunteer of the organization (nonprofit only).
- Provides leadership to the Board of Directors.
- Chairs meetings of the Board after developing the agenda.
- Encourages Board's role in strategic planning.
- Appoints the chairpersons of committees, in consultation with other Board members.
- Serves ex officio as a member of committees and attends their meetings when invited.
- Discusses issues confronting the organization.
- Helps guide and mediate Board actions with respect to organizational priorities and governance concerns.
- Reviews any issues of concern to the Board.
- Monitors financial planning and financial reports.
- Plays a leading role in fundraising activities (nonprofit only).
- Formally evaluates the performance of the Property Management Company and informally evaluates the effectiveness of the Board members.
- Evaluates annually the performance of the organization in achieving its mission.

Board Vice President:

- **This position is typically successor to the President in addition to the responsibilities outlined in the Director position.**
- Is a member of the Board.
- Performs President responsibilities when the President cannot be available.
- Reports to the Board President.
- Works closely with the President and other staff.



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Board Secretary

- Is a member of the Board.
- Maintains records of the board and ensures effective management of organization's records.
- Manages minutes of board meetings.
- Ensures minutes are distributed to members shortly after each meeting.
- Is sufficiently familiar with legal documents (articles, by-laws, IRS letters, etc.) to note applicability during meetings.

Board Treasurer

- Is a member of the Board.
- Manages finances of the organization.
- Administrates fiscal matters of the organization.
- Provides annual budget to the board for members' approval.
- Ensures development and board review of financial policies and procedures.

Director

- Regularly attends board meetings and important related meetings.
- Makes serious commitment to participate actively in committee work.
- Volunteers for and willingly accepts assignments and completes them thoroughly and on time.
- Stays informed about committee matters, prepares themselves well for meetings, and reviews and comments on minutes and reports.
- Gets to know other committee members and builds a collegial working relationship that contributes to consensus.
- Is an active participant in the committee's annual evaluation and planning efforts.