

JOB DESCRIPTION

President Ex Officio Silver Beach Improvement Association

SBIA Bylaws Direction

There shall be a Board of Directors which shall consist of the Executive Officers plus no fewer than six members but no more than eight members in good standing. Directors elected by the membership and the Chairpersons of the Standing Committees, including the President Ex Officio and Historian shall constitute the Board of Directors.

Accountability

The President Ex Officio serves and is accountable to the Executive Officers of the Association.

Term of Office

Duration of the term of the succeeding President.

Responsibility

The President Ex Officio is responsible for serving under the President. The President Ex Officio has fiduciary duties and a duty of loyalty to the Association. No action taken by the President Ex Officio may benefit them at the detriment of the Association and harming the Association with a conflict of interest.

Duties

In addition to the duties of every Board Member, the President Ex Officio is responsible for:

- Member of the Board of Directors.
- Member and Chair of the Finance Committee.
- As a member of the Finance Committee shall:
 - Examine, audit and certify sch bills incurred by the Association as may be referred to it for that purpose.
 - Consider and report any special matters relating to the finances of the Association.
 - Consider all committee estimates and prepare a budget of estimated expenses and receipts of the Association for the year.

- Additional duties as required.

Qualifications

The President Ex Officio must have:

- A commitment to, and a clear understanding of the mission of the Association.
- Knowledge of meeting procedures, governance policies and bylaws of the Association.
- Sufficient time to devote to his/her primary duties.