

JOB DESCRIPTION

President Silver Beach Improvement Association

SBIA Bylaws Direction

The executive officers of the Association shall consist of a president, vice president, a secretary, who shall be a clerk of the Association, a financial secretary, and a treasurer. The last immediate past President shall become a member of the Board of Directors, Ex Officio, with the power to vote, upon completion of their term of office, for the duration of the term of the succeeding President.

Accountability

The President serves and is accountable to the Executive Officers of the Board and Board of Directors including Committee Chairpersons.

Term of Office

Up to three consecutive one-year terms.

Responsibility

The President is, first and foremost, responsible for the effective functioning of the Board in its role of governing the Association. All other duties are secondary. The President has fiduciary duties and a duty of loyalty to the Association. No action taken by the President 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 is responsible for:

- Authorize the execution of all deeds, notes, leases, transfers, contracts, in the name of the Association which shall be signed by the President and Treasurer.
- Preparation of the Board's meeting agendas.
- Chair all meetings of the Association Board.
- Review meeting minutes.

- Enforce rules of conduct as they apply to the Board and its individual members.
- Coach members of the Board.
- Serve as spokesperson for the Association.
- Ensure full and timely communication with members and the Association Board.
- Ensure the effectiveness of committees.
- Prepare for and chair the Annual Meeting.
- Annual end of year report to members.
- Prepare recommendations for Board consideration.
- Prepare recommendations to the members for changes to bylaws.
- Represent the Association at community meetings and events.
- Appoint all standing committees and chairpersons and other temporary committees as may be required during the presidential term of office.
- Report at the Annual Meeting of yearly activities.
- Additional duties as required.

Qualifications

The President 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.