

## **POSITION DESCRIPTION STONEHURST PRESIDENT**

The Stonehurst President is selected at the first Board meeting following the Annual membership meeting.

### Fundamental Responsibilities:

- Chief Executive officer.
- Presides at all meetings of the Board of Directors.
- Presides over the Annual Membership Meeting in January and certifies the results of the votes taken there.
- Sees that orders and resolutions of the Board are carried out.
- Signs all written contracts and instruments on behalf of the Association.
- Signs all checks and promissory notes.
- Serves as liaison to the Association attorney.
- Authorizes the towing of vehicles.

### Appoints the following:

- All members of Standing Committees, Subcommittees, and Ad Hoc committees. This includes designation of the Committee Chairs. All members serve at the discretion of the President.
- Nominating Committee. Four of the six committee members are appointed by the President. Three are appointed before the annual meeting. One is appointed by the new President following the first meeting of the new Board Directors elected at the annual meeting.
- Appoints a Parliamentarian and a vote counting committee for the January Annual Membership Meeting.

Designated Liaison with Stonehurst IV Homeowners Association. SHA designated representatives coordinate with representatives of Stonehurst IV HOA on matters of mutual interest. There is no indication of how many representatives there are to be nor who appoints them or for what term. The practice for many years has been that the President and Vice-President of SHA are our representatives. . These representatives meet twice a year, typically in November and February or March, soon after the Stonehurst IV annual meeting held in October and the SHA annual meeting held in January and approval of the year's budget by the respective memberships.

Reviews Disclosure Packages. Reviews disclosure package property inspections prior to submission to property owners or their representatives.

- Presents a summary of the year's accomplishments to the Secretary/Treasurer in December for inclusion in the Annual Membership Meeting report.