

**Description of position duties responsibilities: (Quoted from: By-Laws of Whispering Woods Homeowners Association, Inc.)**

Board Member: Refer to Article VII: Powers and Duties of the Board of Directors from By-Laws of Whispering Woods Homeowners Association.

President:

*The President shall preside at all meetings of the Board; see that all orders and resolutions of the Board are carried out; sign on behalf of the Association all leases, mortgages, deeds and other written instruments and co-sign all checks and promissory notes.*

Vice President:

*The Vice-President shall act in the place and stead of the President in the event of his absence, inability or refusal to act and shall exercise and discharge such other duties as may be required of him by the Board.*

Additional duties include: Responsible for getting nominations for Committee Chairs for Board to appoint.

Treasurer:

*The Treasurer shall receive and deposit in appropriate bank accounts all monies of the Association and shall disburse such funds as directed by the resolution of the Board of Directors, shall sign all checks and promissory notes of the Association, keep proper books of account, cause, at the request of a majority of the Board of Directors or a majority of the Members, an audit of the Association books to be made by a public accountant, and shall prepare an annual budget and statement of income and expenditures to be presented to the membership at its regular annual meeting and deliver a copy of each to the members.*

Additional duties include: Picking up mail from Post Office Box.

Secretary:

*The Secretary shall record the votes and keep the minutes of all meetings and proceedings of the Board and of the membership, serve notice of meetings of the Board and of the Membership, keep appropriate current records showing Members of the Association together with their address and shall perform such other duties as required by the Board.*

Additional duties include: Maintaining address, phone and e-mail listing of Members of Association. Mail out WW HOA packages to new residents. Back-up to Treasurer to pick-up mail at Post Office Box.