

POSITION DESCRIPTION

Director

There are 3 to 5 directors that serve on the Board of the Westhaven Trails Community Services Association, Inc. The term of each Director is at least one year and may be longer, depending on how the terms are staggered.

A Director is responsible for helping to govern the administration of the Association. A Director differs from an Officer, but may also be an officer. One of the Directors is nominated as the President. Some of the duties and responsibilities of a Director include the following:

- o Along with the other Directors, establish an Annual Budget
- o Establish Annual Assessments
- o Appoint Officers (President, Treasurer, Secretary and as needed Vice-President)
- o Define responsibilities/delegate authority to the Officers
- o Call meetings as necessary
- o Appoint an Architectural Review Committee Chairman
- o Answer inquiries and calls from Association members and residents
- o Propose and oversee the implementation of capital improvements to the common areas
- o Support the enforcement of the Westhaven Plat covenants and deed restrictions
- o Propose covenant modifications or by-law amendments or additions in response to member demands, consistent with the procedures and steps outlined in the covenants and deed restrictions
- o Oversee association sponsored community events (i.e. picnic, 4th of July parade, or other social activities to bring the community together)
- o Direct or delegate authority to the Officers to enter into appropriate contracts for the maintenance or improvement of the common open space areas
- o Ensure that all obligations (i.e. payment of bills, taxes, filing of tax returns, etc) are met by the Association, either by the Directors or the Officers

Typically there are 3 - 6 meetings of the Directors a year. Should issues arise, there may be more meetings. Contact with the other Directors on issues and concerns is also conducted through email and telephone. A Director is expected to support the Board President and is also expected to help out with constituent concerns. This may include helping by contacting contractors for lawn mowing services, snow plowing, answering calls regarding neighbor complaints, or explaining expenditures.