

Job Descriptions for Board Positions

President

Preside over board meetings
Prepare the monthly agenda with the secretary
Handle complaints and concerns from residents
Deal with the selling and rental of units
Administration changes in promissory notes, with the secretary.
Oversee contracts of the maintenance projects with the maintenance people
Keep in touch with janitorial staff
Communicate with the builder with concerns about the buildings.
Present a report at the AGM

Vice- president

Fill in for missing board members at regular meetings, such as secretary, treasurer etc
Advisor to the president
Write up monthly newsletter (this is negotiable)
Collect the yearly taxes and communicates with the town (see note about tax details)

Secretary (recording/corresponding)

Write and distribute the minutes for the monthly meetings
Keep the minutes' file in the B filing cabinet up to date with signed copies
Prepare the package for the AGM (see note in binder)
Collect the membership fees and distribute membership cards, usually at the AGM
Keep the membership list up to date
Update list of board members and residents for board members etc. (see notes in binder)

Treasurer (This is a paid non-board position)

Collect the cheques, pays bills and file them
Keep financial matters up to date on Simply Accounting
Provide the board with financial reports at the monthly meetings
Prepare the financial accounts for year end
Keep the rental book for "E" up to date
Update yearly insurance policies for buildings and directors

Treasurer Assistant

Liaison between the board and the treasurer
Prepares the monthly newsletter (this is negotiable)

Maintenance

Check fire alarms monthly in B and E common room areas

Snow removal on sidewalks between C and D (Bulkley Drive), salting when needed

Weed eating along the fence on the north side

Christmas lights set up and maintain as well as setting the timers

Tree removal and replacement when necessary

Quotes for maintenance items such as, painting, siding, new decks and shingles

Outdoor maintenance projects as necessary

Deal with requested indoor maintenance items such as furnace filters, checking smoke alarms, toilets leaking, and pest controls

Keep electrical rooms free of debris

Keep in touch with lawn care people,

Address issues such as sink holes, drains in the winter etc.

Inspection of fences and brick walls

Supervise the house washer (siding)

Have storm drains cleaned in the fall

Board reps

Resident liaison-

- Report to the president/board at monthly meeting the concerns of the residents
- give a yearly report at the AGM
- Distribute written information to the residents.

Maintenance liaison-

- is an advisor to the maintenance board members
- Place curb side markers for winter
- Responsible for having the Christmas lights turned on and off at appropriate time
- Reports to the president as well.