

The Presidents Job Description

- **Chair** Board and Homeowners meetings
 - Set the agenda with the Secretary (Ensure critical issues are on the agenda)
 - Follow the agenda and keep the board meetings running on time and efficiently.
 - Ensure that every board member and homeowner has a voice at the table. Drawing out the thoughts and insights of quieter board members and ensuring their thoughts are “heard” over those of the outspoken board members and homeowners
 - Parliamentary procedure, when followed, can aid the president in successfully presiding over a meeting where important matters are introduced, discussed and decided upon.
- **Delegation** - ask others to take on a specific task or responsibility.
- **Community communication** – Keep the community apprised of activities.