



Officer Duties and Responsibilities

PRESIDENT

Somerset Condominiums Association

The President is the leader of the Association. The President sets the agenda for his/her tenure and for all meetings of the Board of Directors or of the members. The President speaks, writes official communications, initiates personnel matters, and signs all contracts on behalf of the Association.

The President:

- Serves as the chair of the Board of Directors and of all Association meetings.
- Ensures that appropriate, timely notice is given for all meetings of the Association, following the notice requirements in the Association's governing documents.
- Solicits meeting agenda items before meetings from homeowners and other Board members; solicits new business items and owner speakers at the beginning of meetings.
- Prepares and distributes copies of a written agenda for all regular and special meetings of both the Board of Directors and homeowners
- Takes roll call at the beginning of all meetings — both Board and homeowners.
- Determines a quorum for meetings to take place, and if a quorum is not present, adjourns the official business of the meeting until a future date when a quorum is present.
- As the chair of meetings, the President keeps proceedings focused, orderly, moving forward, following the agenda, and facilitates members reaching consensus.
- Provides support to Treasurer in Treasurer's absence.
- Supports, guides, and assists other officers in the successful completion of their work; addresses accountability issues with individual Board members regarding Board of Directors' Responsibilities, Board Code of Ethics, and Officers' Duties.