



Duties and Responsibilities Agreement of the BOARD OF DIRECTORS of Somerset Condominiums Association

By volunteering to be nominated and elected as directors, owners must agree to:

- Reach out and interact with other homeowners in Somerset Condominiums to:
 - Listen to homeowners' feedback and concerns.
 - Bring their concerns to board meetings as new business agenda items.
 - Inform homeowners about opportunities to become involved in governance of the association.
- Collaborate with other directors to set and schedule board meetings and special meetings.
- Attend all (or almost all) board meetings, special meetings, and annual member meetings.
- Prior to any meeting, inform the president if you will not be able to attend in person, so that meeting can be rescheduled if a quorum cannot be achieved.
- Deliberate and contribute your perspective about:
 - what's in the best interest of all homeowners
 - financial planning and future needs
 - operation and maintenance plans for the common property
- Have a point of view and opinions about what positions are in the best interests of the association. Actively share these ideas and opinions with your board colleagues.
- Cast votes on all matters brought before the board
- Collaborate with other board members to solve problems
- Be proactive in your communications and responsive to the communications of others on the board
- Be knowledgeable and conversant in and uphold and enforce all the governing documents of the association.
- Elect officers from among your board member colleagues to administer the business of the Association, and actively support the work of elected officers.
- Remember to make your time on the board not about your personal issues, but about the common interests of all homeowners.