

NEW YEAR, NEW BOARD

Featuring Scott Burka, PCAM and Aaron Mindel, CMCA

WHAT ARE YOUR RESPONSIBILITIES?

The Board should read and understand the governing documents of the Association.

The Board is a fiduciary which means the members of the Board must act with due care, in good faith and in the best interest of the Association – without regard for their own personal interests.

The Board must act as a group. Decisions are made by the Board as a whole, not by individuals.

GOVERNING DOCUMENTS



DECLARATION V. BYLAWS
V. HOUSE RULES



HIEARCHY OF DOCS

BEING A GOOD STEWARD OF THE ASSOCIATION

Business Judgment Rule

Review financials

Interested parties – when you have a vested interest in a potential decision facing the Association.

BOARD AS A GROUP



Collegiality and decorum – you set the tone for the Association



Only decisions outside a meeting must be unanimous, but once a decision is made the Board should stand behind it as a group.

WORKING WITH PROFESSIONALS

Your Association is essentially a corporation. Just like a corporation, you will need outside partners to aid you in managing the operations of the Association.

Establish a solid communication protocol for your professional interactions. The Board President generally is the liaison, but should be empowered to delegate communications, as necessary.

WHAT ABOUT OFFICERS? These are general descriptions. Make sure you read your association's documents to confirm officer's roles.

President

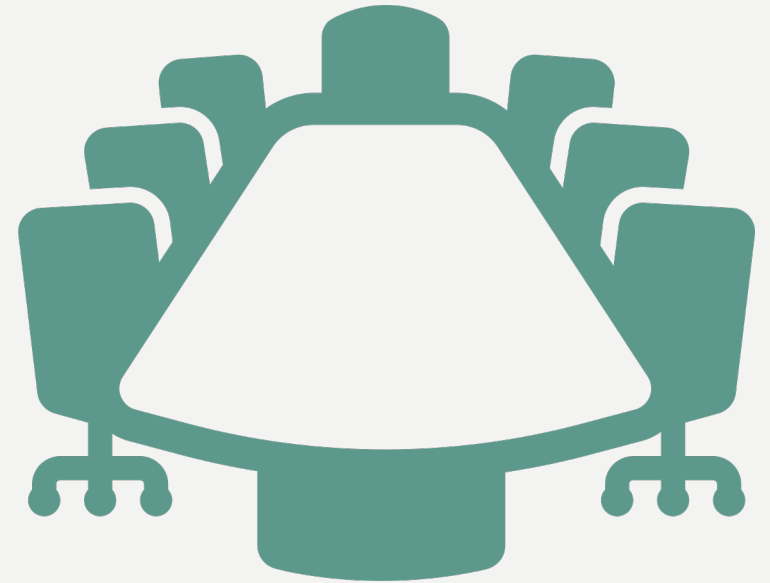
- Presides over all meetings of the Board and membership.
- Executes contracts, orders and documents in the name of the Association.
- Helps establish and enforce rules & policies.
- Acts as primary liaison with professionals retained by the Board, including Management.

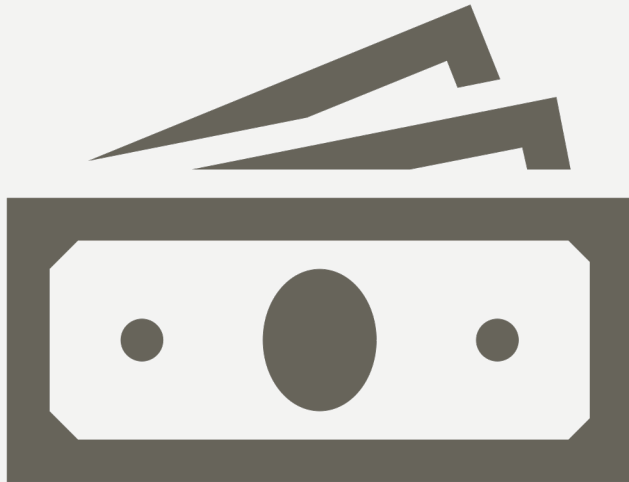
Vice President

- Acts in the President's place when s/he is unavailable.
- Other duties as defined by the Board of Directors.

Secretary

- Responsible for preserving the Association's history, maintaining records and communicating with residents.
- Prepares & distributes meeting agendas and minutes.
- Keeps the community updated on important Board decisions and community issues.





Treasurer

- Responsible for managing and overseeing the finances. Has lead responsibility for the financial stability of the Association.
- Acts as financial steward to the Board and is the financial liaison to professionals retained by the Association.
- Works with Management on preparation of the annual budget.
- Reviews monthly financials provided by Management.
- Reports on the state of finances at Board and Annual meetings.

At Large

- Serves in a catch-all capacity, filling roles as needed by the Board. Frequently newly elected members fill this role to learn the ropes.

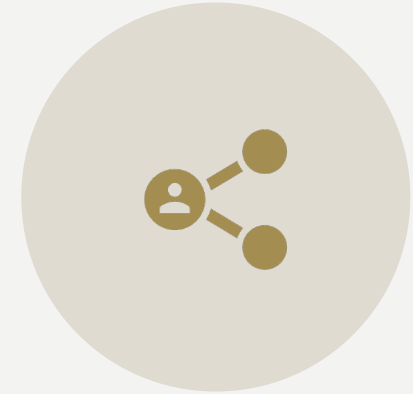
WORKING WITH EJF



When you work with EJF, you work with our whole team. Managers are members of a pod – a group of managers working together with an experienced manager as a leader.



Pods meet weekly to discuss issues that managers are facing and share strategies for addressing those issues.



Each pod is assigned a financial support team member to aid managers on basic financial questions. They are in turn supported by our accounting team.

Additional Resources

www.caionline.org

www.caidc.org

[EJF Board Learning Series](#)

EJF Board Handbook – please email
mira.brown@ejfrealestate.com if you do not already
have the December 2022 edition of the handbook.

