



SADDLERIDGE PROPERTY OWNER'S ASSOCIATION

Board Position Responsibilities and Duties VICE PRESIDENT

Vice President's Responsibilities

1. Serves as a member of the Board of Directors.
2. In the absence of the President, performs all the duties of the President. May share some of the duties of the President as assigned.
3. Assist the other Board Members as may be necessary.
4. Serves as a liaison between the Board and the Committees. Selects or nominates committee chairs, trains committee chairpersons, and oversees committees activities. Assures that Board support is provided when needed.
5. Serves as the bylaws expert and acts as parliamentarian at all Board meetings.

Vice President's Duties

One week prior to each Board Meeting, contact each of the Committee Chairs and obtain a report of the Committee's activities for the month. Where Board involvement may be necessary, request the Committee Chair or representative be present at the Board Meeting.

Pass on any action items that may have come out of the Board Meeting, or which requires Committee Action, to the appropriate Committee.

Work with the Maintenance and Landscape Committees to assure timely completion of projects. If the use of a contractor is necessary, secure bids as appropriate and secure the Board's approval. Assure that the Contractor is paid promptly after completion of work.