



## Board of Directors Job Description and Expectations

**Purpose:** To advise, govern, oversee policy and direction, and assist with the leadership and general promotion of Klahanie Association in order to support the organization's mission and needs.

### **Mission statement:**

The Klahanie Association, with our quality of resources and recreational opportunities, will continue to be the “premier” residential community on The Plateau to live, work, and play.

### **Major responsibilities:**

- Organizational leadership and advisement
- Organization of the board of directors, officers, and committees
- Formulation and oversight of policies and procedures
- Financial management, including adoption and oversight of the annual budget
- Oversight of program planning and evaluation
- Personnel evaluation and staff development of Association Director
- Review of organizational and programmatic reports
- Promotion of the organization
- Resident engagement and outreach

### **Length of Term:**

Each Board member serves for a three-year term, beginning in January, following the announced election results at the Annual Meeting. At the end of the first term, a Board member can elect to run for a second three-year term. At the culmination of the second term, they must leave the Board for at least a year before running for a new term.

### **Meetings and Time Commitment:**

- The Board of Directors will meet monthly.
- Committees of the board will meet as necessary to accomplish goals and responsibilities.
- Board members are asked to attend at least two special events per year.

## **Expectations of Board Members:**

- Attend and participate in meetings regularly and in at least two special events per year.
- Participate or chair a standing committee of the board and serve on ad-hoc committees as necessary.
- Advise and advance the development projects in your area of expertise.
- Help communicate and promote Klahanie's mission and strategic goals.
- Become familiar with Klahanie finances, budget, and financial process and resource needs.

## **Board Positions and Responsibilities:**

### **A. President/Chair of the Board**

1. Partners with the Director to establish and achieve the organization's mission and strategic goals.
2. Provides leadership to the Director, who sets policy and to whom the Director is accountable.
3. Chairs meetings of the Board after developing the agenda with the Director.
4. Encourages Board's role in strategic planning.
5. Appoints the chairpersons of committees, in consultation with other Board members.
6. Helps guide and mediate Board actions with respect to organizational priorities and governance concerns.
7. Monitors financial planning and financial reports.
8. Formally evaluates the performance of the Director and informally evaluates the effectiveness of the Board members.
9. Evaluates annually the performance of the organization in achieving its mission.
10. Performs other responsibilities assigned by the Board.
11. Has check signing responsibilities

### **B. Vice President**

1. Performs Chair responsibilities when the Chair cannot be available (see Chair Job Description)
2. Reports to the Board's Chair
3. Oversees Board Development (develops plan to recruit potential board members and makes recommendations to Board)
4. Participates closely with the Chair to develop and implement officer transition plans.
5. Performs other responsibilities as assigned by the Board.
1. Has check signing responsibilities

### **C. Secretary**

1. Maintains records of the board and ensures effective management of organization's records
2. Ensures agendas are distributed before each meeting
3. Manages minutes of board meetings
4. Ensures minutes are distributed to members shortly after each meeting

5. Is sufficiently familiar with legal documents (articles, by-laws, IRS letters, etc.) to note applicability during meetings
6. Has check signing responsibilities

**D. Treasurer**

1. Familiarity with Accounting and Finance Operations
2. Review budgets initially prepared by staff, to help develop appropriate procedures for budget preparations, and on a consistency between the budget and the organization's plans
3. Report to the board any financial irregularities, concerns, opportunities
4. Recommend financial guidelines to the board
5. Work with staff to design budget reports and ensure that reports are accurate and timely
6. Advise the executive director and other appropriate staff on financial priorities and information systems, depending on committee member expertise.
7. Has check signing responsibilities

## **Responsibilities of a Klahanie Board Member**

Each Board member serves for a three-year term, beginning in January, following the announced election results at the Annual Meeting. At the end of the first term, a Board member can elect to run for a second three-year term. At the culmination of the second term, they must leave the Board for at least a year before running for a new term.

### **Board Meetings**

The Board meets every month on the last Tuesday evening at 7:00pm at the HOA office. About a week before each Board meeting, a packet of background information is posted for each member to study. This packet includes the meeting agenda, background on topics to be discussed, staff reports, past meeting minutes and financial reports.

Prior to the meeting there is a food available for attending staff and Board members. The meetings are designed to last less than two hours, however with complex topics they have run three hours.

Annually, the seven-member Board elects their officers to serve for a year. Those positions are President, Vice President, Secretary and Treasurer. All other board members are referred to as Directors.

During the Board meeting, each member is expected to contribute their opinion on the issues being discussed. All Board and Committee meetings follow Roberts Rules of Order and at the end of the discussion, a motion can be made, seconded and a vote taken.

This is designed as a collaborative process. The authority of the Board rests with the Board as a whole and not with any individual Board member. No individual member of the Board has the authority to speak for the Board except the Board President.

Meeting preparation and attendance by all Board members is critical to the success of the Board and the HOA, as there are pressing topics to be discussed at each meeting. Missing three consecutive meetings without prior notice is grounds for removal from the Board.

### **Committees**

Each Board member selects to become a member of one of the established committees. These committees are Architectural Control, Fines, Buildings and Special Projects, Events and Communications. Each committee is scheduled to meet once a month in the evening to address issues brought to the committee. The membership of the committees is designed to have one or more Board members and the majority are volunteer members of the community. Each committee elects their own Chair and has a staff representative.

### **Relationship with Staff**

The Board and staff work closely together and have different responsibilities. Annually the Board sets the operational goals and the staff create the strategies to accomplish the goals. As part of this structure, the Board is designed to function at the 30,000-foot elevation and the staff are on the ground working to accomplish the Board goals. If a Board member has opinions or suggestions for staff, they are conveyed to the Association Director, not directly with a staff member. The Association Director manages all staff activities and works to balance their workload. It is the responsibility of the Director to ensure that any changes in requirements of Board directives are preapproved before implementation.

### **Budget Process**

Annually, the Board must set, monitor and control the operating budget of approximately \$2,700,000. This includes reviewing monthly income and expense statements, making projections of future spending requirements and establishing the annual budget. The budget decisions then effect the annual assessments for all homeowners for both the operating and reserve requirements.

### **Attendance at Klahanie Events**

It is mandatory that each Board member attend at least two Klahanie events during the year. This not only demonstrates interest from the Board, but firsthand participation often leads to incremental improvements to the events.

Service on the Board provides the greatest insight into the workings of the KHOA. The decisions made while a Board member will have impacts on the association for many years. If you want to be part of the process to improve the association, the Board service is the most impactful thing you can do.

# Klahanie Mission & Vision Statements

## Klahanie Mission

The Klahanie Association, with our quality of resources and recreational opportunities, will continue to be the “premier” residential community on The Plateau to live, work, and play.

## Klahanie Vision

1. Klahanie has curb appeal. Personal and common properties and recreational facilities are well-maintained according to the highest standard. Home buyers seek to buy into the community, and once they're here they want to stay.
2. Through attendance at board meetings, responding to surveys and elections, or just by encouraging their neighbors, Klahanie members actively support their community and enjoy its broad amenities.
3. Klahanie treasures its extraordinary natural flora and fauna, beauty, and serenity, and endeavors to maintain and preserve its natural areas, which cannot be replaced once lost.
4. Klahanie facilities are reserved to be available for the enjoyment of its members. Such uses may be extended to enrich the greater community among us.
5. Klahanie members collaborate to enhance the appeal and boost the utilization of common recreational amenities. Ideas may be gathered or shared through various means – email, letters, newsletters, web forums, surveys, and board meetings – although true collaboration occurs within homeowner panel discussions.
6. In Klahanie, no idea is a bad idea. Members will disagree about the best way to adapt to the changing needs of the community, but they work to understand why they disagree as well as the merits of alternate viewpoints.
7. Klahanie members will elect to the board those neighbors who will be trusted with confidence to faithfully carry out the Mission and Vision for the benefit of the whole community.