This handout provides an overview of the key roles on your HOA board. Each position plays a vital role in keeping the community running smoothly, and when everyone works together, great things happen! Let me know if you’d like any adjustments or additional details!

HOA Board Roles and Responsibilities

Who Does What? A Quick Guide to Your HOA Board

Running an HOA is like managing a small town: everyone has a role to play, and when everyone works together, the community thrives. Below is a handy guide to the key positions on your HOA board, along with their roles and responsibilities. Whether you’re stepping into a new position or just curious about who does what, this guide has you covered!

1. President

Role: The President is the leader of the board and the face of the HOA. They’re responsible for overseeing meetings, ensuring that the board’s decisions are carried out, and representing the HOA in the community.

Key Responsibilities:

- Preside over board and member meetings, ensuring they run smoothly and efficiently.

- Serve as the main point of contact for homeowners, board members, and external parties.

- Sign official documents on behalf of the HOA, including contracts and correspondence.

- Work with other board members to set meeting agendas and strategic priorities.

- Act as a tie-breaker in voting situations.

The President’s Secret Superpower: The ability to keep meetings on track when everyone else is trying to derail them with off-topic questions.

2. Vice President

Role: The Vice President is the President’s right-hand person. They support the President in their duties and step in when the President is unavailable.

 Key Responsibilities:

- Assist the President in their duties and stand in when the President is absent.

- Oversee special projects or committees as assigned by the President or board.

- Help maintain order and keep the board on task during meetings.

- Be prepared to step into the President’s role if the position becomes vacant.

The Vice President’s Secret Superpower: The skill to seamlessly step into any role at a moment’s notice, kind of like a Swiss Army knife of the board.

3. Secretary

Role: The Secretary is the record-keeper of the board. They ensure that all board activities are documented accurately and that records are maintained for future reference.

Key Responsibilities:

- Take minutes at board and membership meetings, capturing key decisions and actions.

- Distribute meeting minutes to board members and homeowners as required.

- Maintain all official documents, records, and correspondence for the HOA.

- Send out notices for meetings, elections, and other important community information.

- Ensure that the HOA’s actions are in compliance with its bylaws and Georgia laws.

The Secretary’s Secret Superpower: A photographic memory (or at least the best notes in the business), making sure nothing falls through the cracks.

4. Treasurer

Role: The Treasurer is the financial guru of the board. They manage the HOA’s finances, from budgeting to bill paying, ensuring everything adds up.

Key Responsibilities:

- Prepare the annual budget and present it to the board for approval.

- Collect assessments and other dues from homeowners.

- Pay bills, manage bank accounts, and keep detailed financial records.

- Report on the HOA’s financial status at each board meeting.

- Work with auditors or accountants during the annual review.

The Treasurer’s Secret Superpower:\*\* The uncanny ability to make sense of even the messiest of spreadsheets.

### \*\*5. Area Captain\*\*

\*\*Role:\*\* The Area Captain is the board’s boots on the ground. They keep an eye on specific areas of the community and report any issues or concerns to the board.

\*\*Key Responsibilities:\*\*

- Monitor assigned areas of the community for maintenance needs, rule compliance, or safety concerns.

- Serve as a liaison between residents and the board, communicating any issues or feedback.

- Assist in organizing community clean-ups or maintenance projects.

- Report on area status during board meetings.

\*\*The Area Captain’s Secret Superpower:\*\* A keen eye for detail and the ability to spot a broken sprinkler from a mile away.

### \*\*6. Welcome Committee Chair\*\*

\*\*Role:\*\* The Welcome Committee Chair is the community’s first impression. They ensure new residents feel welcomed and informed about their new neighborhood.

\*\*Key Responsibilities:\*\*

- Welcome new homeowners and provide them with information about the community, including rules, amenities, and how to get involved.

- Distribute welcome packets that include community bylaws, contact information, and other helpful resources.

- Plan occasional welcome events or orientations for new residents.

- Serve as a friendly face and first point of contact for newcomers.

\*\*The Welcome Committee Chair’s Secret Superpower:\*\* A winning smile and the ability to make even the most introverted new resident feel at home.

### \*\*7. Social Chair\*\*

\*\*Role:\*\* The Social Chair is the party planner of the board. They organize community events that bring residents together and build a sense of camaraderie.

\*\*Key Responsibilities:\*\*

- Plan and coordinate social events like block parties, holiday celebrations, or community clean-up days.

- Work within a budget to provide fun and inclusive events for all residents.

- Promote events through newsletters, social media, and community boards.

- Gather feedback from residents on events and use it to improve future activities.

\*\*The Social Chair’s Secret Superpower:\*\* The ability to turn the most mundane meeting into a full-blown fiesta.

### \*\*8. Landscape Chair\*\*

\*\*Role:\*\* The Landscape Chair ensures that the community’s common areas are beautiful, functional, and well-maintained. They work closely with landscapers and maintenance teams.

\*\*Key Responsibilities:\*\*

- Oversee landscaping projects and maintenance of common areas, including lawns, gardens, and walking paths.

- Work with contractors to ensure high standards of care and maintenance.

- Address resident concerns about landscaping issues.

- Plan seasonal plantings or enhancements to improve community aesthetics.

\*\*The Landscape Chair’s Secret Superpower:\*\* A green thumb and the ability to see the potential in even the scruffiest patch of grass.