

Position Description President (Approved: 2/13/2024)

The President shall be the chief executive officer of the Association. He/she shall preside at all meetings of the Association and the Board of Directors: He/she shall have all of the general powers and duties which are vested in the office of president of a corporation, including, but not limited to the power to appoint committees from among the owners from time to time as he/she may in his/her discretion decide is appropriate to assist in the conduct of the affairs of the Association.

Special meetings of the Board of Directors may be called by the President on three (3) days' notice to each Director, given personally, by mail, e-mail, or by telephone, which notice shall state the date, time, place and purpose of the meetings. Special meetings of the Board of Directors may be called by the President or Secretary in like manner and on like notice at the request of at least two (2) Directors.

Prior to the Annual Meeting, the President shall coordinate with the Directors to create and publish an Annual Work Plan which documents the significant objectives to be achieved by the HOA Board during the calendar year. Implementation progress and modifications will be communicated periodically to the HOA.

The President will present the Agenda to the Secretary and Office staff for publication a minimum of five (5) days prior to the regular HOA meeting.

The President shall be the Board representative, or alternate for Vice President, at the Santa Rita Springs Homeowners Association and the Green Valley Community Coordinating Council, Inc. (if the HOA is a member).

The President shall take whatever steps necessary to maintain, protect, and enhance the value of the community properties.

The President shall respond to residents' requests/concerns as addressed to the President. If a request/concern is presented to the HOA Board, it will be brought before the Board at the following meeting for review and discussion. After Board review and resolution, the President will correspond with the concerned resident. Any correspondence addressed to the President requesting action by a Committee will be forwarded to the appropriate Committee for response.

The President shall lead the HOA Board in fulfilling The Springs at Santa Rita HOA Mission and Vision while demonstrating its Guiding Values.

The President shall carry on other duties as assigned. Such duties shall include:

Being first in line of communication between the Board and its legal counsel. If President is unable to fulfill this duty it shall fall to the Vice President and then to the Treasurer.

Submitting to the Treasurer, in a timely manner, an annual budget proposal for the specified areas he/she have responsibility.

With the Vice President, comprise the Personnel Committee with the President being the chairperson. The committee shall perform the usual and customary duties such as hiring, dismissal, evaluation, salary recommendations to the Board, and writing contracts with independent contractors used by the HOA.