Uplands Homeowners' Association (UHA)

PRESIDENT ROLES & RESPONSIBILITIES

The President is the Association's Chief Executive, presides over the Board of Directors meetings and is the key leader in shaping the strategy, guiding operations, overseeing finances and ensuring organization success. This role and responsibility document describes the Presidents role in the context of the other roles on the Board of Directors.

President - Role:

The President is the Association's Chief Executive Officer and is the primary spokesperson and primary signing authority of the Association.

President – Key Responsibilities:

- Preside at all Association General Meetings, Special Meetings and meetings of the Board.
- Submit a report of the Association's business of the previous year to the Annual General Meeting.
- Coordinate the overall functioning of the Board and delegate duties accordingly.
- Ensure the preparation of all board agendas, notices of meetings and presentation material at same.
- Charter all Association committees.
- Appoint a Vice- President from amongst the other members of the Board
- The President is an ex-officio member of all Association committees.

Vice President Role:

- The Vice President assists the Executive Officers and performs the duties of the President, Secretary or Treasurer in their absence.
- The Vice President is an ex-officio member of all Association committees.

Treasurer Role:

- In the absence of the President and Vice President, the Treasurer shall chair the Board, Special or the Annual General Meetings of the Association.
- The Treasurer is an ex-officio member of each committee of the Association.

Board of Directors Role:

The Board of Directors is be responsible to the Association members for the general operation of the Association as it seeks to fulfill the objectives of the Association in accordance with the terms of the Articles of Association of "The Uplands in Hawkwood Homeowners' Association".