

BOARD / BOARD MEMBERS / COMMITTEE MEMBERS - JOB RESPONSIBILITIES

Board of Directors – President Position

1. Work with other board members discussing any property owner questions and/or issues
2. Work with other board members and AQPITC lawyer on legal matters.
3. Work with Vice-President to answer Yahoo email account questions related to zoning, building structures, etc.
4. Receives summons acknowledging AQPITC as one of the companies with outstanding amounts owed for property foreclosures.
5. Perform other duties as they occur.

Board of Directors – Vice President Position

1. Work with other board members discussing any property owner questions and/or issues
2. Work with other board members and AQPITC lawyer on legal matters.
3. Work with President to answer Yahoo email account questions related to zoning, building structures, etc.
4. Coordinate with front entrance committee members, vendors regarding mowing, planting, lighting, maintenance, etc.
5. Perform other duties as they occur.

Board of Directors – Secretary Position

1. Prepare Agenda for Association member meetings from Board input. When approved request to have them posted to the website for all to see.
2. Take Association member meeting minutes and type up for Board review. When approved request to have them posted to the website for all to see.
3. Gather article information from other Board Members to update the AQPITC Newsletter.
4. Perform other duties as they occur.

Board of Directors – Treasurer Position

1. Be detail oriented and computer literate to manage software applications:
 - a. Bank of America - Process one to three bill payments per month and monitor the account balance.
 - b. Quicken software: One click to download data for the income and expenses from the bank. One click to run already created reports for meetings or as needed
 - c. Use Microsoft Access database to enter member payments, donations, lot payments, property and contact information and easily run existing treasurer reports as needed:
2. Maintain manual entry ledger book with cards for each member for historical purposes.
3. Process Estoppel Form requests when received from the closing companies for property sales or refinances.
4. Yearly invoices processing January 1st of each year. Purchase postage and arrange a stuffing party!

NEW Board Members / Committee members to share various responsibilities

1. **Welcome committee** - Great way to get to know your neighbors. Work with the Board as properties sell to contact new members, welcome them to the community, and gather contact information.
2. **Email account monitor** – Great way to stay involved on what is happening in the community. Maintain Yahoo email account information:
 - a. As emails come in, review and if necessary pass along to the board members to review and/or discuss before responding.
 - b. Add new contacts / make updates / remove old contacts in the Yahoo contact list.
 - c. Relay updated information to the board members. Treasurer will update Member database.
 - d. Prepare Community emails and after board member approve, send from the Yahoo account as necessary.
3. **Website maintenance monitor** - Review website and make sure it is up to date with announcements, agendas, meeting minutes. Coordinate with website manager to keep information updated
4. **Events** - Work with Board to coordinate small yearly events, Garage Sale, Possible picnic, etc.