

DECEPTION PARK VIEW ASSOCIATION

P.O. Box 2446, OAK HARBOR, WA 98277
DECEPTIONPARKVIEW@GMAIL.COM

BOARD OF DIRECTOR'S POSITION DESCRIPTION PRESIDENT

The President of the Association will be responsible for the following per our Bylaws, Article VI:

- Shall supervise and control all of the business and affairs of the corporation
 - Review all documents and correspondence before disseminated
 - Oversee all communication efforts such as: Facebook, Website, Newsletters, etc.
 - Communicate with the Board of Directors and members of the Association
 - Assign or delegate various tasks
 - Hold all Board of Directors responsible for their assigned tasks
 - Require all committees to report their process in a timely manner (usually within one week of meetings)

- Preside over all membership meetings and over all Board meetings
 - Establish all meeting agendas
 - Conduct and oversee all meetings
 - Ensure all required reports/documents are provided at meetings
 - Review meeting minutes for accuracy, change when necessary

- Sign deeds, mortgages, bonds, contracts, or other instruments

- Other duties as may be assigned by the Board from time to time
 - This position can assume other non-Bylaw specific board positions such as water manager, special projects coordinator, hospitality coordinator, Facebook administrator or webmaster.