Quarry's Edge Condominium Association

Job Title:	**PRESIDENT**	**Job Category:**	Board Officer
Location:	Quarry's Edge Condominiums	**Travel Required:**	As Needed
Salary:	Unpaid	**Position Type:**	Voluntary

This position is appointed by the Board of Directors following each Annual Meeting and serves at the pleasure of the Board for a term of one year after which the Board Member serving in this position is either re-appointed by the Board or replaced at the Board's discretion.

Job Description

Role and Responsibilities

On behalf of the Condominium Corporation, the President shall:

- Attend and preside over all board meetings.
- Participate in the negotiation of all Contracts for Services offered by Vendors,.
- Oversee the activities of the Management Company employed by the Association.
- Approve, Sign, and Carry out all contracts and orders.
- Schedule and Supervise maintenance to the Association's property.
- See to the daily administration of the association.
- Assure the uniform enforcement of all Rules and Regulations of the Association.
- Be an eligible co-signatory on all checks and financial Documents.
- Assign and Delegate duties to other Board Members and Committees as needed.
- Hire and fire any employees needed for daily and/or seasonal maintenance requirements.
- Insure all Board duties are fulfilled with the community's best interests in mind.

Qualifications

- Possess excellent leadership, management, and communication skills, both written and oral.
- Be familiar with Local, State, and Federal laws pertaining to Condominiums.
- Be thoroughly familiar with all Documents of Incorporation and By-Laws of the Association.
- Possess an understanding of Contracts and their importance.
- Have previously served as a Member of this Board.

Preferred Skills and Education

- Possess a basic knowledge of Construction and Maintenance including plumbing and electrical wiring.
- Understand Budgets and basic Accounting Principles.
- Have the Computer Skills needed to send and receive email, participate in electronic meetings, and use electronic documents, spreadsheets, and media.

Note...

Board Members (who must themselves be "Owners in Residence") are elected by Owners in good standing, who then appoint a Board Member to serve in this position.

Approved By:	Board	Date:	
Last Updated By:			