

# HOA Officer Job Descriptions

## President

- Presides over all meetings of the association and board
- Acts as the primary spokesperson and representative of the association
- Signs contracts and legal documents on behalf of the association
- Coordinates with property management and vendors
- Ensures compliance with governing documents (CC&Rs, bylaws)
- Facilitates conflict resolution among homeowners
- Supervises other board officers and committee chairs

## Vice-President

- Assumes presidential duties when the president is unavailable
- Serves as liaison between the board and committees
- Assists the president with administrative duties
- May oversee specific projects or initiatives
- Performs other duties as assigned by the board

## Secretary

- Maintains accurate meeting minutes for all board and membership meetings
- Maintains and organizes association records and documents
- Handles correspondence on behalf of the association
- Maintains the membership roster and contact information
- Ensures proper notice of meetings is given per bylaws
- Manages official association communications

## Treasurer

- Oversees all financial affairs of the association
- Manages the association's bank accounts and investments
- Prepares and presents monthly financial reports
- Develops and monitors the annual budget
- Ensures timely collection of assessments and fees
- Pays invoices and manages accounts payable
- Coordinates with accountants and tax professionals
- Arranges for annual financial audits/reviews