

# Wilderness Trails Homeowners Association

## Roles and Responsibilities - President

The President has a fiduciary obligation to put care for the community above prejudice, self-interest, or other demands.

### Duty of Care –

- Make decisions based on what is best for the community.
- Provide due diligence to make well-informed decisions.

### Duty of Loyalty

- Set aside personal interests (avoid conflict-of-interests)
- Put the well-being of the community first when making decisions.

### Duty to Act

- Carry out obligated task.
- Do not make decisions or regulate outside scope of authority.

### Duty of Confidentiality

- Maintains confidential information concerning the board and community members.

Essential tasks of the President include the following –

- Provides leadership to the Board.
- Act as a spokesperson for the board, serving as the “face” of the board to the community.
- Leads and oversees the board's procedural duties.
- Creates the Board agenda for all meetings.
- Presides over meetings to assure all board members have equal opportunities to voice their opinion.
- Assure all topics are covered.
- Signs contracts and other legal documents
- Oversight of WTOA financials, access to all bank accounts, postal box and WTOA community debit card.
- Knowledgeable about WTOA governing documents and all financial standings.
- Creating an annual budget and presenting to community for approval at Fall Annual Meeting
- Work closely with all committees organized within the community for the purpose of improvements.
- Abides by governing policies and procedures of the WTOA community.
- Contact current and new homeowners of WTOA restrictions for all new construction on the homeowner's property.
- Maintains and coordinates contracts with common services (Trash/Salt and Snow Removal/Mowing)
- Holds all board members accountable for their expected responsibilities.