

Harper's Choice Village Community Association

Board of Director Responsibilities

Each member of the Board, in collaboration with fellow Directors, is responsible for governing all activities of the Association. Individual board members have an obligation to uphold the Articles of Incorporation, Bylaws, and all applicable laws. In addition, each board of director has a fiduciary responsibility to the Association.

The Board is responsible for (not in priority order):

1. Establishing and periodically reviewing the mission of the Association.
2. Determining how the Association carries out its mission through long- and short-range planning and periodic review.
3. Assuring that hiring and contracting for services needed to run the Association are conducted in accordance with policies and procedures adopted by the Board and in compliance with all local, state, and federal laws and regulations.
4. Hiring, supporting, evaluating annually, and terminating (if necessary) the Village Manager.
5. Establishing policies that ensure that best non-profit practices are followed.
6. Ensuring legal, financial, and public reporting compliance with federal, state, and local laws and regulations.
7. Adopting a comprehensive annual budget.
8. Providing ongoing fiscal oversight.
9. Maintaining the Board by:
 - a. Encouraging residents to stand for election to the Board.
 - b. Ensuring annual orientation and training for all Board members.
 - c. Developing Board leadership to maintain continuity and institutional knowledge.
 - d. Participating in an annual Board self-assessment process.
10. Providing oversight to ensure the Association is making progress in achieving its mission.

Individual Directors are responsible for (not in priority order):

1. Understanding and promoting the purpose and programs of the Association.
2. Helping to educate the community about the Association's focus.
3. Avoiding conflicts of interest.
4. Attending and participating actively in meetings of all types that you have committed to, including monthly board meetings and committee meetings.
5. Participating in annual Board self-assessments.
6. Preparing for Board meetings by reviewing all materials prior to the meeting.
7. Being available to respond quickly to requests requiring Board attention and/or action.
8. Engaging the community in activities that promote the mission of the organization.
9. Attending Association sponsored events.