

PRESIDENT OF THE CIELITO LINDO DE TUBAC BOARD OF DIRECTORS
JOB DESCRIPTION

- PER CIELITO LINDO'S BY-LAWS: *The President shall preside at all meetings of the Board of Directors; shall see that orders and resolutions of the Board are carried out; shall sign all leases mortgages, deed and other written instruments; shall co-sign all checks and promissory notes; and shall perform such other duties as required by the Board.*
- AS GENERALLY PRACTICED:
 - A Board of Directors Presidency is first and foremost a leadership position. The President models the “soft” skills that contribute to a smooth running and harmonious community.
 - Use an open, inclusive, reflective communication style.
 - Maintain confidentiality regarding every member of the community.
 - Financial and personal observations regarding any member of the community are strictly avoided.
 - Use Executive Meetings when financial or personal matters involving individual members arise.
 - Demonstrate familiarity with all of the Associations governing documents.
 - Cite the relevant governing documents as the foundation for decisions.
 - Take direction from the Association Manager to ensure that all decisions and operations of the Board are consistent with current HOA law.
 - Demonstrate familiarity with the Arizona Revised Statutes Article 33 as it pertains to the structure and nature of Cielito Lindo de Tubac.
 - Empower all Board members in making *informed* decisions.
 - Ensure that comprehensive information is considered for all matters before the Board.
 - Ensure that all Board members participate in all decisions.
 - Shelve decisions until all Board members have been consulted and all perspectives considered.
 - Facilitate meetings according to the modified Robert's Rules of Orders (or assigning that responsibility to the Association's Manager).
 - Communicate regularly with the Association Manager and share those communications with the full Board.
 - A Board of Director's Presidency is equally an *organizational* position.
 - Schedule sufficient Board meetings to complete the business of the Association.
 - Maintain and prioritize list of matters to be addressed by Board.
 - Ensure that every Board member has a copy of all the pertinent governing documents of the Association (Articles of Incorporation, By-

Laws, CC&Rs, Design Guidelines, Painting Procedures and Chart) as well as a copy of the Arizona Revised Statutes for Planned Communities.

- This might be a hard copy, a digital copy, or a thumb drive containing all of the aforementioned documents.
- Each year's amendments to the Condominium and Planned Communities Act should be disseminated to each Board member.
- Keep track that cyclical maintenance is being scheduled and monitored by the Association Manager.
- Via direct observations and monthly reports from the DRC chairperson ensure that all members, including their renters and guests, are in compliance with the Association's governing documents (CC&Rs and Design Guidelines).
- Keep track that cyclical activities are scheduled.
 - These might include annual or bi-annual meetings, work parties, garage sales, community appreciation events, etc.
- Schedule bi-annual reviews with the Association Manager and staff and two other members of the Board of Directors.
 - What's working well?
 - What needs adjustments to ensure smooth operations?
- The primary duty of an Association's Board of Directors is to make decisions. To that end, the President is proactive in identifying Association issues and responsible for moving those issues forward in a timely fashion.