

POA-AOTB President

Official duties as specified by AOTB constitution

Sec.2 President

- a. Shall be the principal Executive Officer of the Association, shall execute and administer the programs, policies, rules and regulations of the Association; shall be primarily responsible for the day-to-day operations of the Association; and shall be responsible for executing the provisions of the budget.*
- b. Shall appoint a newsletter editor, whose responsibility it shall be to publish the official newsletter of the Association, The Pier.*
- c. Shall appoint chairmen for all Standing Committees (except the Nominations and Elections Committee which is elected) within thirty (30) days of taking office.*
- d. May appoint a Parliamentarian, Chaplain, or Assistant Secretary, if desired.*
- e. Shall appoint a FULL member to any unexpired office in the Association, which appointment must be approved by a majority (4) of the Board of Directors.*
- f. May create Special (Ad Hoc) Committees as the need arises.*
- g. Shall be the keeper of the seal.*
- h. Shall perform all other duties of the office as specified by Robert's Rules of Order*

Guide to stuff the President's **really gotta** do:

- Take responsibility for everything; initiate stuff that needs doing as recognized (street lights, trash can repairs, dangerous parking, downed traffic signs, seagull deflectors, etc., etc., etc.)
- Prepare and present President's Report (PR) for every Board of Director's (BoD) meeting to include all President actions and communications during reporting period.
- Prepare and present Agenda and PR for every GMM (use the intervening BoD PRs as updates)

- Chair/run/keep order at GMMs
- Appoint committee(s) to undertake specific needed actions
- Review/sign off monthly treasurer invoices
- Answer all calls from neighbors and arbitrate as best as possible disputes.
- Determine AOTB responsibility w/r signs, landscaping/tree issues, other items of common concern and not designated to other committee chairs.
- Coordinate actions by email contact w/Board Chair and VP for continuity.

President's "secondary" Duties

Stuff that I do, that perhaps somebody else should do, or you may wish me to continue doing, ***but has still gotta get done:***

- Website maintenance in coordination w/webmistress
- Get ***every*** BoD/GMM minutes into website
- Prepare email blasts
- Write and solicit articles for the PIER
- Write and send sympathy notes/donations to neighbors who have sustained family losses as identified.
- Welcome notes to newbies as identified.
- Forward newbie contact info to directory, email blast, and newsletter sources.
- Make up and change portal/beach signs for special events and GMMs.
- Print/deliver community informational flyers.
- Coordinate trash/recycle removal from pier, beach, playground areas.
- Make self visible and available for neighborhood questions.

POA-AOTB Secretary

Official duties as specified by AOTB constitution

Sec.5 Secretary

- a. Shall preside over meetings in the absence of the President, Vice-President, and Treasurer.*
- b. Shall keep accurate records of the meetings of the Association (both General and Special).*
- c. Shall prepare "Memoranda of Reminder" on actions taken by the Association and distribute same to responsible officers or committee chairman for follow-up within ten (10) days following the meeting in which the decision was made.*
- d. Shall keep all minutes in a permanent ledger for filing as part of the history of the AOTB.*
- e. Shall perform other duties of the office as specified by Robert's Rules of Order.*

Guide to stuff the Secretary's **really gotta** do

- Take, get to president/board chair for edits in a timely manner, and distribute electronically to Board and GMM minutes three and seven days prior to BoD and GMM meetings of **previous** meetings.
- Record attendance at BoD and GMM.
- Set and arrange all AOTB meetings, (BoD and GMM) in October each year for following year.
- Get calendar to webmistress and onto website by 1DECEMBER.
- Take on and expand upon as many of Presidents "secondary" duties as feasible.
- Coordinate/act as back up for USPS box mail pickup with Treasurer.