

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.
- Arrange yearly coordination meetings with our Southern District Anne Arundel County Police Department representatives and liaison officers, usually around the winter holiday season, to discuss areas of concern, which in the past have included petty crime, traffic concerns (speeding, dangerous street parking, street lighting) and non-resident/nuisance reporting.

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.