

# VACNCA CONDOMINIUM ASSOCIATION

## BOARD OF DIRECTORS

You are an elected official ... and responsible for the well-being of others

As an elected official you have a responsibility to know the governing documents of your Association. These documents consist of:

- The Declaration
- The Articles of Incorporation
- Bylaws
- Rules and Resolutions

Rules and Resolutions ... consist of four types

1. Policy Resolutions ... which affect owners' rights and obligations
2. Administrative Resolutions ... address the internal operations of the community
3. Special Resolutions ... record board decisions that apply a policy to an individual situation
4. General Resolutions ... record board decisions regarding routine events

Qualities of a Good Board Member: Good character

Strong integrity

Calm judgment

Willingness to serve

Committed to the best interest of the community as a whole

Relevant experience or background

Previous volunteer service

Strong "people skills"

Decisions made should be in the best interests of the entire community.

Educate yourself to learn all you can about your responsibilities to your condo association.

Know the differences between the roles of all the board officers and positions.

Stand united on decisions made by the Board—regardless of your voting position.

Don't let personalities interfere with the work of the Board.

Be reasonable at all times. Avoid snap decisions, act vs. react. Avoid nuisance decisions.

Working with Committees. There are two types:

Ad Hoc Committees:

These are task oriented and disbanded when task is done.

Standing Committees:

Function oriented and remain in force indefinitely.