

**Chula Vista Homeowners Association**  
**Job Description**  
**President**

*General:*

- Ensures the effective action of the board in governing and supporting the organization, and oversees board affairs.
- Acts as the representative of the board as a whole, rather than as an individual supervisor to staff.

*Community:*

- Speaks to the community on behalf of the organization
- Represents the agency in the community.

*Meetings:*

- Develops agendas for meetings in concert with other Board Directors.
- Presides at board meetings.

*Voting:*

- Votes only when the Board is tied.

*Committees:*

- Recommends to the board which committees are to be established.
- Seeks volunteers for committees and coordinates individual board member assignments.
- Makes sure each committee has a chairperson, and stays in touch with chairpersons to be sure that their work is carried out.
- Identifies committee recommendations that should be presented to the full board.
- Determines whether executive committee meetings are necessary and convenes the committee accordingly.

*Board Affairs:*

- Ensures that board matters are handled properly, including:
  - Preparation of pre-meeting materials
  - Committee functioning
  - Recruitment and orientation of new board members.

*Bank Account:*

- Secondary signee on CVHOA checks.