

Chula Vista Homeowners Association

Job Description

Vice President

General:

- Acts as the president/chair in his or her absence.
- Assists the president/chair as needed.

Special Responsibilities:

- Helps formulate policies and procedures.
- Responsible for the administration of the website:
 - Checks it frequently.
 - Updates front and news page.
 - Uploads documents as required.

Bylaws:

- Ensures that an up-to-date copy of the governing documents is available on the website.

Contracts and Board Documents:

- Sign documents in the absence of the President.

Bank Account:

- May be designated a secondary signee on CVHOA checks.