

# CO-OP BOARD OF DIRECTORS POSITION DESCRIPTIONS

(updated April 2020)

## **ALL BOARD MEMBERS:**

Attend/participate in Board meetings, including printing their own copies of all documents related to the agenda in advance of each meeting.

Represent the Board to the Regency community and to Co-op members, including responding to suggestions, queries and concerns.

Interview and vet potential Co-op vendors.

Monitor/liaison with assigned vendors. If there is a problem between a member and a vendor, Board member assigned will intervene in a timely manner to try to rectify the situation. In addition, if a vendor doesn't respond to renewal of agreement or insurance e-mail sent twice by Administrator, Board Member will contact the vendor by telephone to determine if they wish to continue with the Co-op.

Provide input/feedback to draft *Regency Review* articles circulated by other Board Members.

Participate in events, e.g. Annual Membership Meeting, the Club Fair.

## **PRESIDENT:**

Convene Board meeting, arrange site and create/distribute agenda.

Preside at Board meetings.

In conjunction with Board Treasurer, authorize payment to Co-op Administrator for work performed and reimbursement for Board expenses.

Authorize payments and purchases for Co-op activities.

Seek advice from volunteer attorney on legal matters.

## **VICE- PRESIDENT:**

Perform duties of the President in his/her absence.

Assist President in duties.

Approve finalized Board meeting minutes and forward to the Co-op Webmaster for posting.

Coordinate with Webmaster to post and modify information on the website; ensure Co-op's domain name and website registration remain current.

**TREASURER:**

Exercise primary responsibility for all Co-op financial matters.

Make payments to Co-op Administrator for work performed.

Make purchases and payments for Co-op activities.

Develop financial statements and budgets.

Track and report expenditures on a monthly basis.

File Form 1099-Misc with the IRS and create 1099 for Co-op Administrator.

File Form 990-EZ Organization Exempt Form Income Tax Under Section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code yearly.

**SECRETARY:**

Take minutes at Board meetings and circulate for Board Member review.

Submit final rendition of minutes to Board President and Vice-President for approval.

Circulate approved minutes to all Board members.

**OTHER VOLUNTEER BOARD NEEDS:**

- Someone to write articles for the Regency Review.
- Someone to send outreach letters to new residents.

**VOLUNTEERS:**

A retired attorney to assist the Board in legal matters and prepares an Annual Report that is required by the State Corporation Commission.

An Election Steward who will count and track the votes for the Annual Election

Webmaster for regencycoop.org

**PAID CO-OP EMPLOYEES:**

Co-op Administrator. See separate document for a list of responsibilities.