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President

The board president is responsible for the successful operation of the community. They set the agenda and chairs the Annual General Meeting (AGM) as well as all condominium board of directors meetings, maintaining order and keeping the discussion on topic. The president is responsible for the daily execution of the corporation's business and is the primary board contact for the property manager making good communication skills an asset for this role.

In a board president, other qualities are fairness, openness, leadership skills, and being a team player. As the president, they must collaborate with a wide variety of people and personalities. They cannot be afraid to delegate tasks or mediate when disagreements between members may arise.

Vice President

As expected, the vice president takes over the duties of the president in their absence, but they don't just sit idly by. Not surprisingly, the president often has a lot on the go, so to help lighten the load, the vice president will take on additional tasks and responsibilities as needed.

A vice president should be flexible, organized, and have good time management skills because their role is the most susceptible to looking different from day to day as they take on various projects.

Secretary

Minutes of a condominium corporation are public documents, and because of this, it's imperative that the minutes are recorded accurately. The secretary's job is to document the proceedings of board meetings in minutes and distribute them to the condominium board of directors for approval. Once approved, they are made available by the management company for those who need them for various purposes, including real estate transactions, mortgages, insurance, and legal reasons.

Essential qualities to look for in a secretary are someone that is responsible, organized, and most importantly, a great listener.

Treasurer

The financial health of a condominium corporation is vital to all owners. No one wants to see the monthly contributions increase due to mismanagement of the funds. The treasurer is the board member most involved with preparing the budget draft, which is reviewed, adjusted, and approved by the board. It then falls to the treasurer to closely monitor the monthly financial reports provided by the management company and ensure the expenditures align with the budgeted amounts. Realistic budgets and fiscal management are imperative.