

CHAMPIONS COMMUNITY IMPROVEMENT ASSOCIATION

PRESIDENT

DUTIES AND RESPONSIBILITIES

The President shall:

1. Chair the monthly, special and annual meetings of the Association.
2. Ensure that all Board actions and activities adhere to the CCIA By-Laws and the CCIA Deed Restrictions, and are in the best interest of a majority of the Champions residents.
3. Monitor activities of all Board members to insure that critical services and activities are being performed in the best interest of Champions.
4. Review proposed actions by Board members to determine if review and approval by the full Board is necessary or appropriate.
5. Review, sign and forward all contracts to the Secretary for filing.
6. Receive calls to the CCIA telephone, and either respond in person or forward calls to the appropriate Board Member.
7. Be the sounding board for Board members who are in the process of making important decisions or taking important actions.
8. Assist Board members who are involved in especially time-consuming or critical activities.
9. Serve as backup for Board members who are unavailable at critical decision making times.

General:

1. Attend the monthly Board Meeting which is the first Tuesday of every month at 7:00pm at John Wesley United Methodist Church.
2. Attend the Annual Meeting which is the 3rd Tuesday of March at 7pm at John Wesley United Methodist Church.
3. The CCIA is a tax exempt organization. Any items purchased on behalf of the CCIA are tax exempt, thus a copy of the CCIA Tax Exemption Certification must be presented when making purchases.
4. At the end of your term, forward all applicable documentation pertaining to your position to the new President. If needed, older documents can be archived in the CCIA storage unit.