



Guidelines for Board Responsibilities

This is a set of responsibilities which have been established by the Arbor Vista Board over the last few years. This serves as a guideline to document our responsibilities. Always available for re-evaluation.

President

- Calls Annual and regular meetings
- Host regular meeting (unless delegated to another location)
- Creates an agenda for meetings (with input from others)
- Runs the meetings

Treasurer

- Manages membership information
- Collects membership dues
- Manages Arbor Vista checking account
- Manages Arbor Vista Mailbox
- Manages the Arbor Vista budget and creates financial reports
- Sends out dues notices and mailings

Vice President

- Manages Arbor Vista signage in Bulletin board and events

Secretary

- Records minutes of meetings
- sends out correspondence to board members
- Manages Arbor Vista Phonebook maintenance

Sergeant at Arms

- Manages membership at Annual meeting
- Manages Arbor Vista Social Interaction (Nextdoor)
- Neighborhood Watch

Buildings and Grounds

- Manages front entrance and bulletin board maintenance and activities
- Manages Highway Cleanup relationship
- Manages Lake County Forest Preserve relationship
- Manages Warren Township Highway relationship

Social Chairman(s)

- Easter Egg Hunt
- Summer Party
- Fall Party
- Manages hosts for the events
- Welcomes new homeowners