

## **CHANTICLEER CONDOMINIUM CORPORATION BOARD OF DIRECTORS POSITION DESCRIPTIONS**

### **PLEASE NOTE:**

**All Board positions are voluntary and elected.**

**A minimum of three (3) Board Members are required to have bank Signing Authority, one (1) of whom should be the Treasurer.**

### **\*The following applies to all Board Members:**

- **Attends all Board and emergency Meetings**
- **Provides input on operation of the Building**
- **Maintains liaison between Owners and the Board**
- **Assists Owners and Tenants as required**
- **Fulfils coordination of/assistance with special projects as requested by the President.**

### **PRESIDENT:**

- Chairs Monthly and emergency Board Meetings
- Ensures meetings are organized (e.g., consults appropriate Board Members and Property Management Company re: preparation of meeting agendas)
- Prepares and circulates Board Meeting Agenda at least two (2) days prior to Meeting
- Follows up on outstanding items of previous meetings
- Calls/chairs emergency meetings as required
- Writes and posts periodic newsletters for circulation to Owners/Tenants
- Monitors Property Management Company Condominium Activities.

### **VICE PRESIDENT:**

- Chairs meetings in the President's absence
- Assists the President in his/her duties, as required
- \*Reports to the Board on relevant activities of the Oliver Community League.

**\*NOTE: Tasks related to the above activities can be redistributed among interested Board Members by the President.**

**SECRETARY:**

**\*Preparation and distribution of letters and other materials is always in consultation with the President.**

- Records meeting discussion/decisions and distributes Board Meeting Minutes and other relevant materials to Board Members and Property Management at least two weeks prior to Board Meetings
- Distributes Annual General Meeting (AGM) materials at least one (1) week prior to the AGM (as regulated by the Alberta Condominium Act) to Owners without computers
- Prepares and issues correspondence as required
- Maintains secretarial files.

**TREASURER:**

**\*Direct handling of finances is the responsibility of the Property Management Company.**

- Works with the Property Management Company in monitoring/handling of financial issues of the Corporation.

**DIRECTOR-at-LARGE:**

- \*Carries out the role of the Privacy Officer, i.e., ensures Board and Property Management policies and practices conform to current Condominium legislation.

**\*NOTE: Tasks related to the above activity can be redistributed among other Board Members by the President.**

**September 12, 2017**

**Approved  
Chanticleer Condominium Corporation  
Board of Directors**