

## PRESIDENT

The President shall have general responsibility for the management of the affairs of the Resident Council.

Duties include:

- Presiding at all regular meetings of the members of the Resident Council;
- Countersigning with the Treasurer on all authorized checks; drafts and other order for the payment of money issued in the name of the RC;
- Implementing all policies adopted by the membership;
- Serving as the Resident Council's representative on the Resident Tenant Organization (RTO) or other duly recognized RRHA-wide Resident Organizations; and
- Performing all tasks that may be necessary and consistent with the best interests of the Resident Council.

**The President may NOT serve as the chairperson of any committees.**

## VICE PRESIDENT

The Vice President of the Council assists the President in the performance of his/her duties.

Duties include:

- Performing all of the duties of the President in the temporary absence of the President
- Helping oversee Resident Association activities.
- Coordinating the community calendar of events with assistance from board members.

The Vice President may serve as a member of any of the Resident Council's Committees, but shall not serve as a chairperson of any such committee.

## SECRETARY

The Secretary shall be the custodian of all records and documents of the Resident Council.

Duties include:

- Keeping the minutes of all meetings of the members of the Resident Council and perform such other duties as the membership shall deem necessary.
- Serving as the custodian of the By-laws ( as amended from time to time), all minutes, and other records and documents; and
- Verifying current members of the resident council (with assistance of the Property Manager).

## SERGEANT AT ARMS

Sergeant At Arms should maintain order during the meetings

Additional duties Include:

- Provide Support to the President
- Welcome members and guests
- Enforce the Rules
- Should carry out requests from the President

## TREASURER

Duties Include:

- The Treasurer shall have custody of the Resident Council's checkbook, maintain an accurate record of all RC funds, and shall keep accurate accounts of receipts and payments of the RC and shall deposit all monies into the RC's official bank account.
- The Treasurer shall have the duty to countersign all authorized checks and other payments issued in the name of the RC.
- The Treasurer must prepare and present a quarterly financial report (spending plan) to the membership and shall have the responsibility for the timely completion and quarterly submission of all financial reports (spending plans) required by the RRHA and shall procure an independent third party and facilitate the completion of an annual financial audit of the RC's financials and associated reports to be presented to RRHA on an annual basis or as requested.