

PRESIDENT

MLPOA Job Description

*ARTICLES VII, IX, & X,
BY-LAWS ARTICLE II Sec 2,
ARTICLE V & VI Section 6
All Rules & Regulations*

Required to abide and is subject to all Articles of Incorporation, By-laws, Covenants and Rules & Regulations as written for MLPOA.

The President:

- Protects, preserves & improves MLPOA for the benefit of the owners.
- Acts as CEO of the association and subject to control of BOD. Has general supervision, direction & control of the business & officers of the association.
- Shall have powers, duties & responsibilities as may be prescribed by the BOD or the By-laws.
- Appoints committees and acts as Ex Officio member of all standing committees.
- Presides at all meetings of the Association & BOD.
- Will have the power to perform other duties as identified from time to time by the BOD & By-laws.
- Incorporate agendas, action items and over see all proposals and actions to accomplish the everyday tasking and requirements to run the association as prescribed.
- Operate and conduct all meetings in accordance with Roberts Rules of Order.
- Communicate with the members with various information, newsletters annual meeting letters and the internet web site.
- Supervise the MLPOA Caretaker and be the main source of communication for all issues, problems and areas of concern from the members.
- Maintain regular contact with the Caretaker who will answer directly to the President and does so on a daily basis through automated daily log book, which will contain security, fuel logs, maintenance, and any other correspondence that is directly related to the MLPOA.

Monthly:

- Coordinate and establish agenda items for the MLPOA meetings in accordance with others on the BoD. Agendas shall include action items and any special associated meetings and/or committee as necessary. Ensure that all actions and updates are reported back to BoD on a monthly basis.

- Address and abide by the Articles, By-laws and Rules and Regulations that have been assigned by the members and require action to incorporate and see that all members are aware of them. Communicate with the members through news articles and the web site any changes or issues.
- Act as a liaison or mediator between the other BoD and other association members for the resolution of facilities, roads, fire and security and other membership issues.
- Assign Committees if needed to address issues that have created hazardous and dangerous position of the members and the association to prevent loss of property and to protect and preserve the needs and the grandeur of the association.
- Help to create and maintain a MLPOA monthly tasking calendar and assign and coordinate all actions to see that the requirements to operate and run the association are accomplished.
- Work with the other BoD on each of their responsibilities and help to work the issues associated with each position.
- Daily, weekly and monthly contact with the MLPOA Caretaker to resolve issues pertaining to areas of security and everyday operation of the association. Provide guidance on the needs and total actions required to oversee the care of the membership. Take what ever action needed to help the caretaker accomplish this job in a safe and protective manner. Forward any actions to the applicable Board member required to accomplish the tasking.
- Review all logs, reports, & contacts with caretaker, notify all BoD
- Cut questions at Annual Meeting to time limit/notify at beginning of meeting and in March newsletter.

Advisory Capacity:

Upon completion of term of office, and if not reelected to the BoD, the President shall act in an advisory capacity for one year to ensure continuity of Board actions.