



JVOA Position Description:

President

Role and Responsibilities

The President is the chief executive of the association and, subject to the control of the Board, has general supervision duties and control of officers of the association. The President presides at all Board meetings, sees that orders and resolutions of the Board are carried out; signs all contracts; and co-signs all checks and promissory notes.

Term of Office

The President of the association is a Board Director and holds the position for the term of one year. Each year, after Board elections are held, the new Board determines who will hold which position for the following year.

Specific Responsibilities

- Respond to communications from community members
- Preside over all Board Meetings
- Sign contracts with service providers
- Co-sign all checks in conjunction with the Chief Financial Officer
- Schedule yearly election process with the Inspector of Elections
- Schedule yearly backflow testing
- Perform other duties as assigned by the Board

Desired Skills

- Excellent communication skills, both written and oral
- Highly organized
- Customer service-oriented
- Committed to the best interests of the community as a whole
- Calm judgement
- Computer skills: Microsoft Word, Excel, e-mail, scanning documents, and texting