

Chairperson Voting Members' Group

Job Description

Qualification: Must be a Voting Member

Experience: Should have been a Voting Member for more than one two year term.

Knowledge, Skills, Abilities: Should have experience in leading groups. Knowledge of Robert's Rules of Order would be useful but not essential. The Chairperson should be knowledgeable in the use of computer software and the internet. The Chairperson should be familiar with the Association CC&Rs, High Desert Guidelines for Sustainability, Bylaws and other policies and procedures implemented from time to time.

Personal Characteristics: Should be outgoing, well-spoken and able to interface efficiently with the Voting Members, Board of Directors, the Property Manager and residents.

General work description: Support Voting Member and Alternate Voting Members to ensure they conduct their operations in compliance with the HDROA policies and procedures. Work closely with the Board of Directors and President of the Association in the exercise of the duties of Voting Members and Alternate Voting Members as described in the CC&Rs and Bylaws.

Responsibilities:

1. Lead the Quarterly Meeting of the Voting Members that follows the Annual Meeting of the Homeowners Association which is chaired by the President of the Board of Directors of the Association.
2. Conduct and lead the Quarterly Meetings of the Voting Members.
3. Work to enhance communications within the community, including:
 - a. Facilitate an open dialog between VM's and the board.
 - b. Encourage regular village meetings.
 - c. Encourage cooperative efforts to solve community issues.
 - d. Develop articles for the Apache Plume and HD web site.
4. Coordinate or receive input from the Voting Members directed to the Board of Directors and participate with the Board in discussions of the input.
5. Take initiative to recruit Voting Members for vacant positions.
6. Ensure that all aspects of the Voting Member and Alternate Voting Member job description approved December 2009 are known and followed by all Voting Members and Alternate Voting Members.
7. Encourage the use of email distribution lists in all neighborhoods and solicit individuals to establish the program.
8. Facilitate creative problem solving of community issues as requested by the Board or Voting Members. Recommend measures to the Board and to Voting Members to promote community well-being.