Park Charles Association Board
HOA Position Descriptions

The Park Charles Association has five (5) open director positions to be voted on. These are specified in Article XI, Sec. 1-8.

PRESIDENT:

Presides at all Board meetings, sets agendas, approves written instruments, and ensures orders and resolutions by the Board are carried out.

VICE PRESIDENT:

Performs all duties of the President in his/her absences. Participate in all board meetings and votes on all decision-making processes. May handle special projects and serve on or chair standing committees (finance, governance, etc.)

SECRETARY:

Records the votes and keeps minutes of all proceedings in a book to be kept for that purpose, sign all certificates of membership, and have access to all names of all members of the Association. Currently maintains the website and other social media.

TREASURER:

NOTE: City & Village is the Association's acting fiduciary and responsible for receiving and disbursing most funds of the Association.

The Treasurer shall sign all checks and notes of the Association covering incidental expenditures, provided that such checks and notes are signed by the President and Vice President. The Treasurer shall keep proper books of accounts and cause an annual review of the Association books to be used by a Certified Public Accountant (CPA) at the completion of the fiscal year. They shall prepare an annual budget and an annual balance sheet and statement which shall be presented to the membership at its regular Annual meeting.

DIRECTOR-AT-LARGE

Participate in all board meetings and votes on all decision-making processes. May handle special projects and serve on or chair standing committees (finance, governance, etc.)