**Fairway Village Homeowners Association**

**Board of Directors**

**Job Description**

General Powers/Scope of Authority

The Board of Directors is the only entity legally authorized to represent the Fairway Village Homeowners Association (FVHOA) in matters pertaining to its legal, financial or operational functions. They hold a fiduciary responsibility to both current and future members. Decisions made on behalf of the Association shall be made with prudence and caution in the best interests of the Association. The General Powers of the Board of Directors are found in the Bylaws, as that document may be amended from time to time. In the 2016 Amended and Restated Bylaws, the General Powers are listed in Article V, at 5.1.

Membership

The FVHA Board of Directors shall consist of seven (7) Directors who have been elected by and from the proprietary membership at the Annual Meeting or by selection under the provisions used in governance of the Association. These consist of relevant Chapters of the Revised Code of Washington, including RCW 64.38 (Homeowners Association Act), RCW 24.03 (Washington Nonprofit Corporations Act), and portions of RCW 64.90 (Washington Common Interest Ownership Act) as those chapters may be revised or amended from time to time. Additionally, governing documents include the Amended and Restated Declaration of Covenants, Conditions and Restrictions for Fairway Village (“the CC&Rs”); the Articles of Incorporation; the Bylaws; rules and regulations adopted by the Board; resolutions and policies.

Term of Service

Each Director-Elect shall take office on the first day of January following the election. The term of office is for three (3) years. No Director shall serve more than two consecutive terms. Two years must elapse from the end of the second term before a member can be eligible to run for a board position again. Any vacancy occurring on the Board may be filled by the affirmative vote of a majority of the remaining Directors, though less than a quorum, or by a sole remaining Director. Such appointment shall be effective for the remainder of the unexpired term of the vacant position. Any Director who serves one and one-half years or more by appointment can serve only one elected three-year term. After an absence of two or more years, the member shall again be eligible for re-election to the Board.

Meetings

1. Meetings shall be as determined by the Board of Directors. The regular practice has been to hold one Board Workshop and one regular Board Meeting each month, on regular dates and times as determined by the Board and approved at the November or December meeting. The schedule shall be posted so that residents may plan to attend meetings. By posting the meeting schedule, the Board has met its obligation to provide notice to members.
2. Special Meetings and Closed Executive Sessions are held as required and provided for in the Bylaws.
3. Board liaisons will attend their respective Committee Meetings as assigned.

Officers

Officers of the FVHOA Board of Directors will be elected by the Directors-Elect and the continuing members of the Board at the next scheduled meeting of the Board following the Annual Meeting and the election.

The Board positions are: President, Vice-president, Secretary, Treasurer, and three (3) Directors at large

Expectations: Acquire a working a knowledge of the following governing documents, policies and procedures, including:

1. Current Declaration of Covenants, Conditions and Restrictions (CC&Rs);
2. Current Bylaws;
3. Articles of Incorporation;
4. Current Property Improvements and Maintenance Manual (PIM);
5. Current Manual of Accounting Principles and Procedures (Policy 200-5);
6. Current Employee Handbook;
7. Current General Informational Booklet;
8. Current policies and procedures;
9. Homeowners Association Act, 64.38 RCW;
10. Washington Non-Profit Corporation Act, 24.03 RCW;
11. Washington Uniform Common Interest Ownership Act, RCW 64.90; and
12. Roberts Rules of Order

Be knowledgeable about current homeowners association business and finance.

Review and understand:

1. Reserve study limitations and explanations
2. Annual Budget
3. Monthly financial statements
4. Association goals, projects and short/long range plans
* Serve as a Board Liaison to one or more FVHOA Committees, bring to the Committee any questions or concerns of the Board, and return to the Board with questions, concerns and recommendations from the Committee (see separate Board Liaison document).
* Be responsible for establishing and providing the direction for achieving FVHOA goals and objectives.
* Provide support to the FVHOA managers in accomplishing their responsibilities.
* Collaborate with the Board President to conduct the annual job appraisal of the Administrator, to select annual job goals, and provide follow up on performance expectations.
* Attend monthly Board meetings and other meetings as required, and be prepared to participate by reviewing all agenda materials prior to meetings.
* Participate on Board project sub-committees and special subcommittees, chairing as needed.
* Participate in on-going communication with FVHOA membership to foster knowledge of and encouraging participation in Association activities.