

Considering becoming a board member? Here are the responsibilities:

1. **Set the example:** As a Board member, or any member of a committee, you should ensure that your property is in full compliance prior to submitting your name or allowing someone to nominate you for the position.
2. **Commit your time:** Make your service a priority. Expect to attend as many meetings as you can. Meetings are typically once per month.
3. **Computer literacy:** This is crucial for you becoming a Board member. This is a skill that must be yours alone and not that of anyone within your family unit or a friend.
4. **Responding to emails and/or texts** within the same day helps keep this effort moving smoothly.
5. **Know the Protective Covenants, By-Laws, and the budget.** Read, re-read, and be well-versed in the governing documents and prior minutes. These documents are the foundation of the HOA. Know what it costs to maintain the common grounds to support the HOA infrastructure.
6. **Remember your fiduciary duties.**
 - a. Recognize that Board members operate in a fiduciary capacity, which means you are entrusted with the operation of the association and doing what is best in the association's best interest, not even in the interest of the owners. Acting in the association's best interest also means making decisions on the merits, not because you have an ax to grind or a personal agenda.
 - b. Do not solicit or accept gifts, gratuities, or favors, especially with those given with the intent of influencing a decision.
 - c. Do not seek preferential treatment from Board members, committees, contractors, or suppliers.
 - d. Do not receive compensation for serving on the Board.
 - e. Do not advance a personal cause by using your position on the board to enhance your financial status through the use of particular contractors or suppliers.
7. **Know the professionals you're dealing with.** Be on a first-name basis with your CPA and attorney so that you feel comfortable calling for advice and support.
8. **Always comply with your governing documents and relevant laws.**
9. **Use competitive bidding.** Seek competitive bids for all projects to avoid the appearance of impropriety in association contracts.
10. **Work within the association's framework and refrain from unilateral action.** Discuss Board business only at Board meetings. Remember that the Board speaks with one voice. If there's a Board decision you disagree with, once it's made, support it.
11. **Always exhibit professional behavior and maintain confidentiality of association matters when it's appropriate.** Have open dialog between the Board and association members. Should the association be involved in litigation with an owner, never discuss board actions and decisions about the litigation outside board meetings.
12. **Promptly disclose conflict of interest and take immediate action when one arises.** To avoid nepotism where contracts are concerned, it is incumbent upon the Board members to announce the relationship and recuse themselves from any discussion by leaving the room. Insist that the Board minutes note the recusal from the discussion and that portion of the meeting.