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HOA Board Roles & Responsibilities

Quick Reference Cheat Sheet

How to Use This Sheet

This one-page guide is designed to clarify who is responsible for what on the HOA board. It should be shared with new board members during onboarding and referenced whenever questions about roles or authority come up.

Board members act collectively. Individual roles support the board but do not replace board votes.

President

The President provides leadership and helps the board function effectively.
Primary responsibilities:

- Presides over board and annual meetings
- Sets meeting agendas with input from the board
- Keeps meetings focused and productive
- Represents the HOA when appropriate
- Ensures board decisions are carried out

The President does not make unilateral decisions unless authorized by a board vote.

Treasurer

The Treasurer oversees the association's financial health and transparency.
Primary responsibilities:

- Monitors budgets, reserves, and financial reports
- Helps the board understand financial implications of decisions
- Works with accountants or financial professionals as needed
- Supports clear and transparent financial communication
- Flags financial risks or concerns to the board

The Treasurer does not approve spending alone unless authorized by the board.

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Secretary

The Secretary maintains the association's official records and documentation.
Primary responsibilities:

- Prepares and distributes meeting notices
- Takes accurate meeting minutes
- Maintains governing documents and correspondence
- Supports record retention and accessibility

Clear records protect the board and ensure continuity year over year.

Directors at Large

Directors support board operations and represent the community as a whole.
Primary responsibilities:

- Participate in discussions and voting
- Support committees or special projects
- Raise homeowner concerns constructively
- Help ensure follow-through on board decisions

All directors share equal voting responsibility.

Important Reminder

The HOA board operates as a team. Authority rests with the board as a whole, not with individual roles. Decisions should be made transparently, documented properly, and guided by what is in the best interest of the association.