

**The Piedmont Triad Apartment Association  
Board of Directors  
Job Description**

**RESPONSIBILITIES AND DUTIES:**

- ✓ **Develop, review and promote the mission of the organization.** Determine the organization's goals, and objectives and set policies for its operation, ensuring that the organization's charter and the law are followed.
- ✓ **Drive the organization's planning efforts.** Set the organization's overall program from year to year and engage in long-range planning to establish its general course for the future.
- ✓ **Ensure the financial solvency of the organization.** Provide adequate resources for the organization's activities through direct financial contributions (PACs) and a commitment to fundraising.
- ✓ **Serve as Ambassador and Advocate for the organization.** Develop and maintain a communication link to the community and membership, promoting the organization's work.
- ✓ **Evaluate the organization's programs regularly.** Evaluate programs to ensure that they accomplish the mission and goals effectively.
- ✓ **Communicate with members and relay perspectives to the association.** Offer input from your personal and professional perspective to benefit the association.
- ✓ **Serve as a Fiduciary Representative of the organization.** Establish fiscal policy and boundaries with budgets and financial controls.
- ✓ **Serve actively on a committee.** Participate with a committee (s) that will benefit from your expertise and fulfills your interest in accomplishing the mission, goals, and objectives.
- ✓ **To accomplish the mission, serve as the final court of appeals.** Review situations that arise from disputes with potential for legal action.
- ✓ **Support all activities of the association when possible and assist staff with accomplishing the organization's mission, goals, and objectives.**