



## Board of Directors, Terms and Duties

The objective of the Space Coast Apartment Association is to advance the general welfare of the multi-housing industry. To promote cooperation, disseminate information and encourage education. To promote the enactment and enforcement of local, state and federal laws. To work for the repeal of harmful legislation, ordinances, assessments, and codes which now or may in the future adversely affect the general welfare of the apartment industry.

**TERMS OF OFFICE:** The term of office of each officer shall be for one year. The officers shall take office and assume their duties after their installation in either December or January. Officers shall serve no more than two consecutive terms in the same office.

### **DUTIES:**

- a) **President-** The President shall preside at all meetings of the Association and Board of Directors. He/she shall also serve as an ex-officio member with right of vote, on all committees except the Nominating Committee. He/she shall make all required appointments of standing committees with the approval of the Board of Directors.
- b) **Vice President-** The vice President shall perform all the duties of the President during this absence or disability and such other duties as the President assigns.
- c) **Secretary-** The Secretary shall be responsible for the proper and legal mailing of notices to members. He/she shall maintain the properly recorded minutes of official meetings of the Association. He/she shall see that accurate records are kept of all meetings. Such duties of the Secretary as may be specified by the Board of Directors may be delegated to the Executive Vice President or designated member of the Association Staff.
- d) **Treasurer-** The Treasurer shall be responsible for all of the Association's funds and financial records. He/she shall be responsible for the collection of all membership dues and/or assessments: shall have established proper funds: and shall be responsible for maintaining these funds in such banks, trust companies, and/or investments as are approved by the Board of Directors. The Treasurer shall prepare an annual report at the end of each fiscal year. Such duties of the Treasurer s may be specified by the Board of Directors may be delegated to the Executive Vice President.
- e) **Associates President-** The Associates President shall be an associate member; shall serve as a liaison to the associate membership and shall perform duties as assigned by the President. The Associates President may not ascend to the office of President. All officers are in training to become more knowledgeable and capable of holding an office in the Association at a future time.