

Benington Homeowners Association

Roles and Responsibilities for Board Members and Committees

Position/Role	Responsibility	Frequency
President	Plans board and general meetings	Quarterly
	Signs checks issued by Treasurer	Weekly
	Communicates with board members and committees regarding neighborhood business	Monthly
	Responds to neighborhood inquiries and issues received by phone, e-mail or mail	As needed (usually 3-5 per month)
	Provides guidance/approval on decisions made by board members and committees.	As needed (usually 4-5 time per year)
	Provide president report for BHA meetings and newsletter	Quarterly
Vice President	Manages the maintenance of neighborhood grounds and relationship with the service provider (annual contract bidding and negotiations, resolution of issues with service delivery)	Annual contract, Follow-up with service provider as needed (usually 5-7 times per year)
	Replacement of entrance lights	As needed (4-5 times per year)
	Maintenance of gazebos (painting)	Every 3-4 years
	Maintenance of entrance signs (check website for business, BHA garage sale, curb cleanup, general meeting)	As needed (6-7 times per year)
	Provide report for BHA meeting and newsletter	Quarterly
Treasurer	Sort through incoming mail to PO Box	Weekly
	Pay bills – routing checks to President for signature	Monthly
	Deposit incoming checks to bank account	Monthly
	Reconcile bank account, monitor balance and forecasted expenses	Monthly
	Provide treasurer report for BHA meetings and newsletter	Quarterly
	Administration of PayPal account used for online payment of dues	As needed
	Annual tax payment for property owned by BHA	Annually
Secretary	Document BHA meeting minutes. Distribute to board members and post to website.	Quarterly
	Draft Benington Bugle newsletter	Quarterly
Webmaster	Publishing of content for beningtonbugle.com and facebook	Quarterly
	Support of user questions and issues	As needed
	Electronic distribution of messages to website online user listing	As needed
Membership Committee	Maintain database of all addresses/mailling labels	Annually
	Printing/collation of letter, envelopes and labels for annual dues drive	Annually
	Collection of dues payments from PO Box, routing to treasurer for deposit	Weekly
	Tracking of dues payment status by resident address	Weekly
Beautification Committee	Maintain the Yard of the Month program (tracking of prior winners, gift cards, sign)	Monthly
	Provide input to BHA board meetings, newsletter and website	Quarterly
Rules Enforcement Committee	Respond to complaints of restriction violations with written or face-to-face communications	As needed
	Inform residents or block chairpersons of neighborhood restrictions that apply to each phase of Benington	As needed

Block Chairperson	Distribute newsletters and dues collection material for local area of the neighborhood.	As needed (3-4 times per year)
	Distribute welcome and BHA information for new residents	As needed
	Attend block chairperson meetings to communicate on local issues, concerns and upcoming BHA events.	Quarterly