

Hawk Ridge Estates Association Position Description

Title:	Vice-President
Term:	3-year elected term

Position Overview

The Vice-President is responsible, in the absence or disability of the President, to fulfill powers and perform the duties of the President. The Vice President shall also generally assist the President and perform other duties as directed by the Board of Directors.

Bylaws State and State Law References

Article 6.3

MN Nonprofit Corporation Statute <https://www.revisor.mn.gov/statutes/cite/317A>

Accountability

The Vice President is accountable to the BOD or Members as specified in the bylaws. The **Duties and Responsibilities**

- **Board Meetings:** Serves as a Voting Member of the Board
- **Board Development:** Works with the Governance committee to ensure that structures and procedures are in place for effective recruitment, training, and evaluation of board members.

Qualifications

This is an extraordinary opportunity for an individual who is passionate about the Association's mission.

Ideal candidates will have the following qualifications:

- A commitment to and understanding of the Association's membership, preferably based on experience
- Displays maturity and sound judgment, as well as competent decision-making skills
- Excellent ability to plan, manage, facilitate and oversee organizational vision, culture, strategic goals and objectives for the Association

Updated June 2024

- Strong oral and written skills
- Personal qualities of integrity, credibility, and a passion for the Association.

Service on the Association's BOD is without remuneration. Reimbursement for expenses in relation to the Board Members' duties is available.

Board Terms and Participation

- The position of President is a 3-year, elected term. In addition to quarterly Board meetings (2-hour each), the following time requirement is estimated:
 - Board meeting preparation: 3 hours quarterly
 - Other duties as assigned: 3 hours quarterly

Compliance with the Federal Corporate Transparency Act 2021

Board Members are required to provide the following information to be in compliance with this law, effective January 2025. This information is submitted to the Federal Financial Crimes Enforcement Network where it is stored securely. Hawk Ridge Estates Association is a nonprofit corporation, so the law applies. More specific information is available to review this new law and its impact on HOAs.

- Name;
- Date of birth;
- Address; and
- Copy of either a non-expired U.S. driver's license, a non-expired U.S. passport, or a nonexpired identification document issued by a State.