

Board Of Directors - Role Descriptions
Riverside Gate 2 Condominium Corporation OCSCC # 769

Role Descriptions

INTRODUCTION – The Board of Directors is elected by the owners and is responsible for managing the affairs of the Corporation in the best interest of all owners in accordance with the Ontario Condominium Act of 1998 and the Corporation’s Declaration, By-Laws, and Rules and Regulations.

The roles outlined below include a) the duties as prescribed under paragraphs 7.4 to 7.9 of By-Law No. 1 of the Declaration, and b) additional and complimentary responsibilities assigned by the Board:

PRESIDENT

The president shall, when present, preside at all meetings of the owners and of the Board and shall be charged with the general supervision of the business and affairs of the Corporation. Except when the Board has appointed a general manager or managing director, the president shall also have the powers and be charged with the duties of that office. *(Parag 7.4, By-Law No.1)*

- Oversees the effective operation of the Board and the general management of the condominium corporation
- Chairs Board Meetings, Annual General Meetings and other general meetings
- Signs or co-signs reports, contracts, and statements of the business of the corporation
- In accordance with the decision of a majority of the Board, employs and discharges subcontractors and employees
- Leads Board efforts in ensuring that all orders and resolutions of the Board of Directors are effectively carried out
- Takes the lead and reports to the Board on all matters directly assigned to his/her responsibility

VICE PRESIDENT

During the absence of the president the duties of the president may be performed and the powers of same may be exercised by the vice-president, if one has been appointed, save that the vice-president shall not preside at a meeting of the Board or at a meeting of owners, if such vice-president is not qualified to attend the meeting as a director or owner, as the case may be. If a vice-president exercises any such duty or power, the absence of the president shall be presumed with reference thereto. A vice-president shall also perform such duties and exercise such powers as the Board may prescribe. *(Parag 7.5, By-Law No.1)*

- Performs the duties of the president in her/his absence or in case of her/his inability to act
- Performs such duties as are assigned to her/him by the Board
- Signs correspondence and other materials as required with the Secretary of the Board
- Encourages the participation of condominium owners in the various committees

- Publishes with the Secretary of the Board all board communiqués, reports, and quarterly newsletters issued by the Board and Committees to the Board
- Takes the lead and reports to the Board on all matters directly assigned to her/his responsibility

SECRETARY

The secretary shall give or cause to be given all notices required to be given to the owners, directors, auditors, mortgagees and all others entitled thereto; the secretary shall attend all meetings of the directors and of the owners and shall enter or cause to be entered in books kept for that purpose minutes of all proceedings and such meetings; the secretary shall be the custodian of all books, papers, records, documents and other instruments belonging to the Corporation and shall perform such other duties as may from time to time be prescribed by the Board. *(Parag 7.7, By-Law No.1)*

- Reports to the Board on all secretarial matters
- Takes the lead and reports to the Board on all matters directly assigned to her/his responsibility
- Executes the registration and counting of election proxies submitted by unit owners who cannot attend Board elections
- Takes the lead in ensuring effective:
 - correspondence with owners and service providers in the name of the corporation
 - preparation of Board meeting schedule, agenda, and relevant documentation
 - recording of minutes of all Board meetings
 - reading, amendment (if required), approval and distribution of previous Board Minutes
 - archiving Board and Committee Minutes
 - maintenance of records of the condominium corporation activities including the business papers of the corporation, the reports, the bids, the quotations, and the proposals presented to the board
 - preparation and signing of status certificates as required.
 - maintenance of a register of all owner enquiries or complaints
 - acknowledgement and follow-up of all such enquiries or complaints in accordance with the Board's correspondence standards
 - preparation of all correspondence agreed upon and directed by the Board and Committees
 - maintenance of a confidential list of all owner names, addresses, and phone numbers

TREASURER

The treasurer shall keep or cause to be kept full and accurate books of account in which shall be recorded all receipts and disbursements of the Corporation and under the direction of the Board shall control the deposit of money, the safekeeping of securities and the disbursements of the funds of the Corporation; the treasurer shall render to the Board at the meeting thereof or whenever required an account of all his or her transactions as treasurer and of the financial position of the Corporation; and he or she shall perform such other duties as may from time to time be prescribed by the Board. *(Parag 7.8, By-Law No.1)*

- Oversees the bank accounts of the condominium corporation
- Is one of the three authorized signatures on condominium cheques
- Monitors the Accounts Receivables, Accounts Payables, Investments and Reserve Fund accounts of the corporation

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- Leads Board oversight in controlling the operations budget and expenses of the Corporation
- Enlists the assistance of the Board, the Property Manager, the accounting staff, Committees, and various professionals to forecast the financial needs of the corporation
- Participates in the financial arrangements necessary to maintain the best financial health of the corporation
- Reports to the Board on all financial matters
- Takes the lead and reports to the Board on all matters directly assigned to her/his responsibility

DIRECTOR OF OPERATIONS

- Oversees the cost-effective maintenance of the infrastructure, operating systems and equipment of the condominium complex
- Oversees the process for the contracting out of all property maintenance service contracts
- Ensures all common area assets and equipment are proactively maintained by staff and with appropriate best value contracts
- Monitors maintenance contract spreadsheets for frequency, cost, and adequacy of services
- Recommends inspections by appropriate consultants to ensure the long life of all the components
- Oversees the fire safety and security systems and procedures for the property
- Responds to the “common elements” operational concerns of the condominium owners
- Solicits the participation and cooperation of all owners in maintaining a safe and secure living environment
- Reports to the Board on all operational matters
- Takes the lead and reports to the Board on all matters directly assigned to her/his responsibility

PROPERTY MANAGER – Shall be responsible for the day-to-day management of the Condominium Corporation under the general direction of the Board and the specific direction of the Director of Operations.

Last revision December 10, 2009