

Board Member Responsibilities

*This document is a supplement to the Bylaws ARTICLE VIII POWERS AND DUTIES 8.1-8.7. and does not supersede the aforementioned articles. All share equal **voting power** in board decisions (regardless of whether they hold an officer position).*

President

- Presides over all board and membership meetings
- Ensures the board follows the governing documents and Texas law
- Signs contracts, legal documents, and official correspondence (unless delegated)
- Works with management, committees, and vendors to carry out board decisions
- Functions as primary liaison between board and the property management company
- Represents Park Glen with city officials, neighboring HOAs, and community organizations
- Provides strategic leadership and sets long-range priorities
- Serves as a liaison to the general membership, providing those insights to the other board members

Vice President

- Assists the president and performs duties in their absence
- Takes on special projects or committees as assigned by the board
- Supports continuity of leadership if the president resigns or is unavailable
- Ensures order is maintained during board meetings, both internal and with the membership at large
- Recruits committee members and engages volunteers
- Serves as a liaison to the general membership, providing those insights to the other board members

Secretary

- Creates and maintains official records of the association (minutes, notices, membership lists)
- May sign documents requiring certification (like amendments)
- Ensures order is maintained during board meetings, and correct steps are taken during motions
- Serves as a liaison to the general membership, providing those insights to the other board members

Treasurer

- Tracks and protects the community's funds, securities and financial record-keeping, collections and delinquencies, often in conjunction with a management company
- Oversees reserves and investment of funds
- Oversees budget preparation and financial planning
- Authorizes payments
- Reviews submitted check requests
- Presents event expense report
- Reviews fee waiver requests

- Serves as a liaison to the general membership, providing those insights to the other board members

Director

- Supports the board
- Serves as a liaison to the general membership, providing those insights to the other board members
- Serves (when necessary) as primary liaison with community manager to expedite membership work requests
- Adjusts duties as needed to help the board address the association's priorities at the time, from heading new committees to assisting the treasurer in budget season
- Helps educate members on Park Glen rules, responsibilities, and benefits

(Approved by the Board of Directors on April 21, 2026)