

BOARD

Creates bylaws, and community rules to submit for member approval.	Makes final decisions regarding new memberships and all legal actions involving the park and residents, except where provided for in the bylaws.
Upholds the bylaws, local, state and federal laws and ensures that the community rules are enforced.	Provides access to financial information to members in accordance with the bylaws.
Prepares an annual budget for member approval and then follows the budget.	Plans and conducts required and special meetings, records and maintains meeting minutes
Safeguard value of property by ensuring that good and regular maintenance.	Responsible for retaining and protecting all co-op documents and contracts
Hires, oversees and fires third party vendors: Financial Manager/ Property Manager, Attorney, Accountant, contractors, Engineers, etc. as needed	Financial responsibility for the co-op – evaluates monthly, including late rent reports.
Maintains the cooperative spirit, functions as a team	Sets a good example, speaks and acts respectfully and cooperatively.
Creates and adopts board policies and procedures and communicates them to the members.	Communicates openly and honestly with members and 3 rd party vendors
Holds open and democratic meetings and elections	Discloses all conflicts of interest to the members in accordance with the bylaws
Comply with all loan agreements and TA Contract	Makes final decisions on resident evictions, in accordance with the Rent Collection Policy and advice of attorney.

MEMBERS

Elect the Board of Directors	Set a good example, speak and act respectfully and cooperatively.
Approve the annual budget with proposed expenses and lot rent	Volunteer in whatever capacity he/she is able
Serve on committees and carry out their duties in accordance with the polices set by the board.	Communicate with board in a positive and constructive manner
Take a turn serving on the Board	Disclose all conflicts of interest to the board
Agree to live by co-op bylaws, community rules and board policies and procedures	Submit all community rules complaints in accordance with procedure set by the board.
Vote to amend bylaws and community rules	

ON SITE MANAGER

Receive and carries out the Board’s policies, procedures and directions	Attend Board meetings as requested
Provide the Board with a monthly maintenance report	Maintain an ongoing maintenance schedule and ensure that it is carried out.
Assist with park maintenance, as outlined in job description.	Work with volunteers on community projects
Schedule vendors and oversees community projects after approval from the board	Carry out all duties outlined in job description
Handle emergency calls from community members	Communicate well with board, members and outside vendors.
Work with committee on rules violations	Accept work orders from members (dangerous tree, pothole, etc)
May accept completed applications during office hours	Set a good example, speak and act respectfully and cooperatively

OUTSIDE MANAGEMENT COMPANY

Collect and deposit rent into the bank account	Communicates well with board, committees, members and 3 rd party vendors.
Maintain accurate member records	Acts within the scope of their authority as provided in the contract, board policies and procedures, local, state and federal laws.
Pay bills	Maintain and reconcile all accounts
Manage administrative and vender contracts (septic service, tree cutter)	Work with finance committee, including developing the budget and analyze the financial health of the co-op.
Maintain all financial and legal records	Provide the Board with monthly management and financial reports
Sets a good example, speaks and acts professionally	

TA – TECHNICAL ASSISTANCE – PROVIDER

Support the Board/committees with the creation of bylaws and policies	Provide templates for legal documents, all which must be reviewed by the co-op’s Attorney
Supports the Board/committees as they plan and carry out their duties	Assist with the development of a Business Plan
Provides training on how to plan and conduct board and member meetings	Assist with the development of the annual budget
Provide advice, training , coaching as needed	Attend board and member meetings, as requested and available.
Sets a good example, speaks and acts respectfully. Communicate well with all parties.	Provide the board with access to networking opportunities with in the state, regional and national ROC Network