

Cedar Lodge Board Etiquette

Officer roles are as follows:

- ❑ President – The managing agent utilizes the President as the main point of contact. The President guides the Board throughout the decision making process. He/She sets and establishes the Board meeting agendas and shall use his/her best efforts to conduct meetings using Robert's Rules of Order as a guide.
- ❑ Vice President – The role of the Vice President is to assume the duties and responsibilities of the President in the latter's absence.
- ❑ Secretary / Treasurer – The Secretary is responsible for authenticating the minutes of the meeting. The Treasurer's responsibility is to review the monthly statements for accuracy, but is not liable for validation of the accounting.

Board Action and Operations

- ❑ Board must act as a group, not as individuals.
- ❑ Board has fiduciary duty to the owners it represents to act in the owners best interests.
- ❑ Board must comply with governing documents when making decisions.
- ❑ Board must work as a cohesive unit.
- ❑ Board must follow the correct procedures as they work through the decision making process.

Traits of a Board Member

- ❑ Must check their ego and personal agendas at the door and always think of "what is best for our members", not "what is best for me."
- ❑ Must be people serving not self-serving.
- ❑ Must first and foremost be a good servant, serving its members with a sense of humility and integrity.
- ❑ Must perform for results not recognition.
- ❑ Must learn from the past, focus on the present and prepare for the future.
- ❑ Must remember it is all right to agree to disagree but always with respect and remember that the majority rules and when a decision is made you then become an advocate for the decision.
- ❑ Must be flexible and adjust to the situation.
- ❑ Must remember you are on a team and none of you are more important than the team.

Additional Comments for Board Members:

- ❑ Review the by-laws, governing documents and Robert's Rules of Order.
- ❑ Members are expected to conduct themselves in a professional manner. Members behaving in a non-professional manner may be asked to leave the meeting.
- ❑ Email etiquette is a must; professional manner; refrain from using aggressively toned, non-professional emails. Emails sent with a negative tone will be dismissed. Emails will not be used as a primary form of communication. They will only be used in emergency cases. Normally there will be no regular Cedar Lodge business conducted via email.
- ❑ The management agreement will be adhered to and items will be presented to the President. The President will communicate the items to the Board and then back to SRG.
- ❑ Meeting dates and times are subject to change only in the event of an emergency. All meetings of the Association are open meetings-owners are permitted to attend. Conference call attendance for Board meetings will be made available if possible.

*In the case of conflict between this document and the by-laws, the by-laws control