

Tonto Hills Improvement Association

President: Ralph Spurgin
Vice President: Cheryl Kaufman
Treasurer: Dick Mocny
Secretary: Jacki Hoagland

Policies and Procedures (changes approved February 16, 2016)

The President shall preside at all meetings of Members and shall preside at all meetings of the Board of Directors (Board or BOD) and shall see that orders and resolutions of the Board are carried out. The President shall be the principal officer of the Association and subject to the control of the Board shall in general supervise and control all of the business and affairs of the Association and such other duties as may be prescribed by the Board from time to time. The President or BOD designate, shall be the only interface with outside organizations such as attorneys, corporations, or government institutions. **The President will request all legal assistance in writing. The President will limit the scope and make the request as specific as possible. The President will develop meeting agendas and route them to the BOD for comment.**

The Secretary shall record the votes and keep the minutes of all meetings and proceedings of the Board and of the membership, serve notice of meetings of the Board and of the members, provide changes in members and their addresses to the Treasurer and the Tonto Hills DWID Secretary, and shall perform other duties as required by the Board such as:

- Assist President in preparation of agendas for the BOD and AGM meetings
- **Post next meeting day/time/location on the web site no later than ten days before the next meeting**
- **E-mail blast the meeting agenda to members no later than ten days before the next meeting**
- Post agendas at community bulletin board and ensure posted on the THIA web site
- Post approved BOD minutes at the community bulletin board and ensure posting on the web site
- **E-mail blast approved meeting minutes within five days of approval**
- **Route a meeting minutes' draft to the BOD no later than ten days before the next meeting**
- Prepare outgoing correspondence
- Coordinate mailings to members
- Regularly pick up and log mail. Deliver it to the Treasurer
- Periodically check THIA voice mail. Route messages to the appropriate party in a timely manner
- Ensure e-mails routed from the info@tontohills.org web manager are routed to the responsible party in a timely manner
- Direct Assistant Secretary
- Sign checks as required
- Participate in BOD and AGM meetings
- Tally surveys; prepare results and reports

The Treasurer shall be responsible for processing all financial transactions and shall assist the Board of Directors in any financial matter connected with the organization. Specific responsibilities are to:

- Be the sole interface for direct contact with contract worker
- Ensure the association member database is accurately maintained in Quickbooks
- Ensure compliance with and execute responsibilities outlined in the following sections: Books of Account and Records, Budget, Financial Monitoring
- Guide and advise the Board in the approval of budgets, accounts, financial statements, investments and insurance within this policy framework
- Keep the Board informed about its financial duties and responsibilities
- Oversee contract workers involved in association accounting tasks
- Confirm that the financial resources of the Association meet present and future needs
- Understand the accounting procedures and key internal controls, be able to assure the Board of THIA's financial integrity
- Ensure that the financial statements are audited annually, if required, and ensure that accepted recommendations of the auditors are implemented
- Formally present the annual THIA financial statements at the Annual General Meeting
- Monitor the THIA's investment activity and ensure its consistency with policies, aims objectives and legal responsibilities
- Manage and evaluate the adequacy of THIA insurance coverage
- Ensure that THIA tax returns are completed and filed
- Ensure that Federal or state regulatory reports, if any, are filed
- Direct Assistant Treasurer