

## **RIVERVIEW**

### **President Job Description**

1. Preside at all Association and Executive Committee meetings.
2. Arrange to have **Meeting Tomorrow** and **Meeting Today** signs placed at the front entrance. Signs are kept in the guard house.
3. Submit agenda, meeting notice, and location of meeting to administrative officer 3 days prior to distribution of meeting notice.
4. Between November election and January installation:
  - A. Appoint Chairmen of Grounds & Beautification Committee and Social & Welcoming Committee.
  - B. Select appointed officers: Historian, Parliamentarian, Auditor
  - C. Appoint replacements for the two outgoing members of Long Range Planning Committee.
  - D. Appoint replacement for the outgoing member of Community Affairs and select Chairman.
  - E. The Administrative Officer should be ongoing, but if that is not the case, appoint replacement who will be willing and able to serve a number of years.
5. After November election, President Elect formulates budget for the year in time for distribution to Association members at least 21 days prior to the January meeting.
6. Serve as Registered Agent of Riverview Associates, Inc.