

13 August 2015

## **HHLT Job Description - President**

- Attend all Board and General Membership meetings
- Conduct the Office of the President by the letter and spirit of the By-laws
- Prepare and submit the Heritage Hunt Homeowner's Association Annual Charter
- In case of prolonged absence of Treasurer, will take over Treasurer duties
- Schedule Board of Directors and General meetings
- Reserve rooms for General Meetings
- Prepare agenda for Board and General meetings
- Appoint standing committee chairs and other committees as needed
- Write monthly message for the HHLT Newsletter
- Represent the HHLT within the Heritage Hunt community and with requests from outside individual or groups