

## President / Vice President Position Description



### Role

The president is responsible for the effectiveness of the APNA board, working with board members and the property manager, providing leadership and support, and facilitating board meetings. The president is responsible for chairing the nominating committee, training new board members, and encouraging residents to serve as future board members. The president is the face of Amelia Park and is responsible for communication with non-resident neighbors. The Vice President assumes the President's responsibilities in the President's absence.

### Goals

*Productive & effective board  
Positive relationships with residents,  
non-resident neighbors & community*

### Responsibilities & Accountabilities of the President

#### Manage Board Activities

- Manage according to the annual calendar of activities to ensure tasks are completed as scheduled
- Meet with individual board members to review assignments, assess resources, and provide support
- Develop agendas and compile board packet of materials
- Facilitate board meetings
- Schedule emergency board meetings
- Develop annual meeting agenda and coordinate mailing with community association manager
- Oversee archives, purge files beyond 7 years, add critical documents

#### Primary Point of Contact

- Work with community association manager, facilitate progress on board activities
- Address legal issues with APNA's attorney
- Maintain positive relationships with non-resident neighbors, including the YMCA, Egmont Professional Park, Holy Trinity Church, Montessori School, and Park Avenue businesses
- Be the spokesperson for the neighborhood on matters that involve the City of Fernandina Beach and/or Nassau County

#### Develop Board

- Form nominating committee and serve as chair
- Develop/update materials for orientation of new board members
- Facilitate new board orientation, engaging other board members
- Encourage board service with residents who offer management and leadership skills
- Serve on board as past president for one year (non-voting capacity)

### Timing

#### Management

- Monthly
- Quarterly
- Week prior to board meeting
- Monthly
- As needed
- November/December
- February, ongoing

#### Liaison

- Ongoing
- Ongoing
- Ongoing
- As needed

#### Board Development

- September
- December/January
- January, after Annual Meeting
- Ongoing

## President Position Description

### Skills Required

- Leadership and management skills, including meeting facilitation, coaching, and training
- Accessible, friendly, and comfortable networking within the neighborhood and greater community
- Able to understand financial statements, create budgets, and manage with available funds
- Effectively communicates using oral and written communication skills with small and broad audiences
- Familiarity with website functionality and email
- Understand that all board members and volunteers have stepped forward because they believe in Amelia Park — and are treated with respect, listened to with openness, and are engaged in finding the best ideas and solutions

## **Board Members**

### **Budget & Finance**

#### **Budget & Finance Committee Responsibilities**

- Using input from work group chairs and long range planning committee, develop annual budget for board review.
- Recommend changes in banking and investment management.
- Suggest frequency of updating Capital Study (reserves).

### **Governance**

#### **Governance Responsibilities**

- Update governing documents as needed.
- Guide parliamentary procedures during board meetings.
- Monitor legislative changes in HOA management.

### **Community Property/Green Spaces**

#### **Community Property / Green Spaces Responsibilities**

- Work with Property Manager and landscape contractors to ensure beautiful and well maintained common spaces including neighborhood entrances, the Town Square, playground, green buffers, trails, and all other common areas.
- Provide input on annual budget and oversee expenses.

### **Community Property/Infrastructure**

#### **Community Property / Infrastructure Responsibilities**

- Maintain physical structures, bodies of water, road and alleyways, and serve as the liaison with the City of Fernandina Beach, utilities companies, and the St. Johns River Management District.
- Provide input on annual budget and oversee expenses.

### **Community Outreach**

#### **Community Outreach Responsibilities**

- Facilitate building community among residents within Amelia park and within the greater community with neighborhood events, neighborhood newsletter, website and electronic communications, welcoming new neighbors, and supporting neighbors during times of need.
- Provide input on annual budget and oversee expenses.

## Key Contacts

### *Community Association Management Company*

Amelia Island Management

Peter Mallory, [pmallory@omnihotels.com](mailto:pmallory@omnihotels.com), 277-5141 (APNA CAM)

Shirlene Reeves, [sreeves@omnihotels.com](mailto:sreeves@omnihotels.com), 277-5122 (CFO)

### *Attorneys*

*Tomasetti & Prince* (governance & collections) — Teresa Prince, [tprince@tpislandlaw.com](mailto:tprince@tpislandlaw.com), 261-1833, fax 212-0350

*McCabe Law Group* (governance) — Alexandra (Alex) Amador, [aamador@jaxlandlaw.com](mailto:aamador@jaxlandlaw.com), 396-0090 ext 226

### *Laminating / Photocopying*

The UPS Store, 277-0820 (copy card on file)

### *Digital Scanning*

Digital Village, [Charlie@DigitalVillager.net](mailto:Charlie@DigitalVillager.net), 277-1277

### *Rental Equipment*

Taylor Rental (owns 66 chairs, order 100 additional chairs & podium PA system for annual meeting at Church social hall) 261-2626

### *Non-Resident Neighbors*

YMCA — Jon Dearolf, [jdearolf@firstcoastymca.org](mailto:jdearolf@firstcoastymca.org), 261-1080, ext. 105

Holy Trinity Church (60 chairs & round tables) — Linda Neal (Secretary), [hantwister@aol.com](mailto:hantwister@aol.com), 491-6082

Fr. Brad Cunningham, [fathercunningham@gmail.com](mailto:fathercunningham@gmail.com)

Egmont Professional Park — 261-7181

Montessori School — Thomas Janecek, U Treti Baterie 21, Prague Czech Republic 6, 16200

Contact assistant Martin Strelka, [m.strelka@gmail.com](mailto:m.strelka@gmail.com)

Property maintained by TrimAll