

# **EXECUTIVE COMMITTEE RESPONSIBILITIES**

## **President/Chairperson**

1. Leads meetings and delegates responsibility and authority to other members of the EXCO as needed. Overall responsibility for relations with other entities the Strata deals with
2. Strata Insurance Policy (BCQS)
3. Management Company

## **Treasurer**

1. Financials: Responsible for timely financial reports including, but not limited to, a balance sheet and income statement
2. Collections: Responsible for preparation of monthly Accounts Receivable report and collections of over due accounts
3. Audit: Responsible for having a review of financial statements

## **Secretary.**

1. Responsible for minutes of meetings
2. Responsible for reports and documentation and registering of such with the appropriate authorities (BCQS)
3. Responsible for preparation of any documents needed for meetings

## **Communications**

1. Responsible for webpage and postings
2. Responsible for newsletter

## **Operations**

1. Security overview
2. Inspections of units
3. Vigoro
4. Garages and upkeep
5. Pool and beach area
6. Maintance

## **Special Projects**

1. Constructions and repairs
2. Parking Lots
3. Beach Erosion
4. Landscaping

## **Legal.**

1. Claims
2. Legal actions and lawsuits
3. Contracts and agreements