

1. President

Reports to: The Resident Council

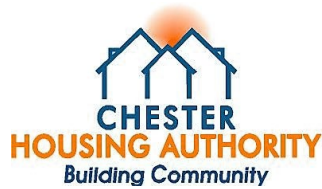
Summary: The President is the heart of the Resident Council, guiding the group to make the community the best it can be.

Responsibilities:

- **Leadership & Vision:** The President works with the Council to paint a picture of what they want the community to be and guides them in making that vision a reality. They lead the charge in planning activities and projects.
- **Guidance:** The President ensures the Council follows the rules and keeps things running smoothly. They help the Council have productive meetings where everyone feels heard.
- **Teamwork:** The President oversees the day-to-day work of the Council, making sure everyone knows what they're doing and that the Council works as a team.
- **Voice of the Residents:** The President is the representative, speaking for residents to management and other important folks.
- **Money Matters:** Working closely with the Treasurer, the President ensures finances are handled responsibly. They are involved in creating and reviewing the budget.
- **Keeping it Positive:** The President cultivates a welcoming and inclusive environment for all residents and Council members.

Qualifications:

- They are passionate about making the community better.
- They have great communication skills – able to talk to anyone!
- They can bring people together and get things done.
- They have a fair and open-minded approach.



2. Vice President

Reports to: The President

Summary: The Vice President is the President's right-hand person, always there to lend a hand and step in when needed.

Responsibilities:

- **Supporting the President:** The VP helps the President with all sorts of tasks and projects.
- **Stepping Up:** If the President can't be there, the VP takes over, ensuring things continue to run smoothly.
- **Team Player:** The VP may also oversee specific committees or projects, bringing their own special talents to the table.
- **Planning for the Future:** They are involved in creating plans for improving the community.
- **Getting Everyone Involved:** The VP may help with bringing new residents into the Council fold and keeping everyone engaged.

Qualifications:

- They have strong leadership and organizational skills.
- They have excellent communication skills.
- They are willing to jump in and help wherever needed.

3. Secretary

Reports to: The President

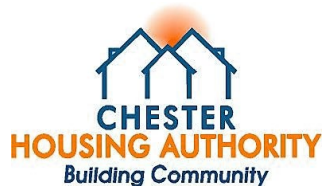
Summary: The Secretary is the keeper of the community's story, making sure there's a clear record of meetings, activities, and who's who.

Responsibilities:

- **Meeting Minutes:** The Secretary takes notes at meetings, capturing what was discussed and decided, and then shares them with everyone.
- **Keeping Records:** They organize all important documents, like the rules, plans, and letters.
- **Resident List:** They keep track of who's part of the Resident Council.
- **Communication:** The Secretary may help send out notices about meetings and events.

Qualifications:

- They are super organized and detail-oriented.
- They have good writing skills.
- They are comfortable with keeping records (maybe even using a computer!).



4. Treasurer

Reports to: The President

Summary: The Treasurer is the guardian of the community's funds, making sure money is handled wisely and transparently.

Responsibilities:

- **Tracking the Money:** The Treasurer keeps records of all the money received and spent.
- **Creating a Budget:** They help the Council plan how to use funds for the things needed and wanted.
- **Sharing the Numbers:** They provide regular updates on finances to the Resident Council.
- **Managing Bank Accounts:** They handle the bank accounts.
- **Working with the President:** They collaborate with the President on all financial matters.

Qualifications:

- They are comfortable with numbers and basic math.
- They are organized and responsible.
- They are honest and trustworthy.

5. Sergeant at Arms

Reports to: The President

Summary: The Sergeant at Arms helps keep meetings running smoothly and respectfully. They are like friendly peacekeepers, ensuring everyone has a chance to be heard.

Responsibilities:

- **Keeping Order:** They help maintain a positive and respectful atmosphere at meetings.
- **Helping Hands:** They may also assist with setting up for meetings and events.

Qualifications:

- They have good communication and interpersonal skills.
- They can be fair and impartial.
- They have a friendly but firm demeanor.