

## OMG Board Member Roles and Responsibilities / Job Description:

As a board member your responsibility is running the business affairs of Oak Meyer Gardens and making the key decisions necessary to guide the community successfully into the future.

Responsibilities include:

### 1. Board Participation and Involvement

Read the by-laws and other governing documents to best understand your role and responsibilities. This also makes it easier to communicate with neighbors who have questions, concerns or issues. Elect and provide assistance to the board officers. Attend board meetings. Develop a working knowledge of Robert's Rules of Order.

### 2. Understand the OMG Financials

Review the financial statements and seek assistance from the board treasurer or HA-KC (Homes Association Kansas City) if you have questions. It is the board's responsibility to ensure that budget, cash flow, and reserves are where they need to be. If a board member is not comfortable with the financials, consider scheduling an audit or other financial procedure to verify the community's financial health.

### 3. Actively serve on one of the Four Standing Committees:

- a) Finance
- b) Communications and Activities
- c) Beautification
- d) Nominating

4. Provide due diligence in selecting and Interacting with Vendors that serve the OMG community. Poor vendor performance may require feedback and intercession from a board to positively influence performance.

### 5. Be aware of and Use All Available Resources

Actively seek to engage your neighbors as sources of advice, input and committee assistance. Support the institution of Block Captains to serve as liaisons to the Board and act as conduits for sharing information to their block residents.

### 6. Think Long Term

Create a vision for the OMG community and establish goals to get there?

### 7. Communicate with OMG homeowners

Information and transparency is critical to maintaining a positive relationship between the board and the OMG households. Keep the community informed about issues, opportunities, and ideas. Create an annual calendar of activities. Work with the Communications committee to ensure an active and current Facebook page, OMG website and Newsletters. Engage in dialogue and listen.

### 8. Take seriously your Fiduciary responsibility and accountability

As a board member you are agreeing to serve and represent your OMG neighbors. This means you take on accountability for the ethical financial management and protection of your community and its assets. You required to be are a member in good standing as directed in the bylaws.

Note: OMG board members are covered by the board's directors and officers (D&O) insurance policy.