

## **Treasure Island Country Club Board of Trustees Responsibilities**

The Board of Trustees is responsible for managing the affairs of the Association as defined in the governing documents and as regulated by State Law. The Board makes and implements policies and has the fiduciary responsibility of running the Association. These significant responsibilities are assumed by every Club member who volunteers to serve on the Board of Trustees.

Prepare to be an effective board member by studying the Association's Articles, Bylaws, and Plat Restrictions (CC&R's). Know the Rules & Regulations. Examine the financial statements and budget, become familiar with the Washington State Codes that govern Nonprofit Corporations (Title 24 RCW, Chapter 24.03) and Homeowner's Associations (Title 64 RCW, Chapter 64.38).

### **ALL BOARD MEMBERS SHOULD:**

- Regularly attend board meetings and important related meetings.
- Do their homework and come to meetings prepared.
- Initiate items or proposals for the board to consider; bring matters before the group on which they may wish to take action.
- Maintain a professional demeanor and put personal issues aside when conducting Association business.
- Complete assignments thoroughly and on time.

Many duties may be assigned to employees or contracted labor, but it remains the duty of the Commissioner to review and monitor their areas of responsibility.

1. Regularly attends board meetings and important related meetings.
2. Makes serious commitment to participate actively in committee work.
3. Volunteers for and willingly accepts assignments and completes them thoroughly and on time.
4. Stays informed about committee matters, prepares themselves well for meetings, and reviews and comments on minutes and reports.
5. Gets to know other committee members and builds a collegial working relationship that contributes to consensus.
6. Is an active participant in the committee's annual evaluation and planning efforts.

**Approved by the Board April 6, 2013**