



Montego Bay Civic Association **BOARD OF DIRECTORS** Operational, Administrative, and Procedures **MANUAL** August 11, 2012

PURPOSE: This Board of Director's Operational, Administrative, and Procedures Manual (hereinafter referred to as the Director's Manual or Manual) is initially established by the 2011-2013 Board of Directors, to define the procedures the Board will take to carry out the duties and responsibilities required by the MBCA Declaration of Restrictions, the MBCA Bylaws, and the MBCA Articles of Incorporation. This manual is also to serve as a guideline and document the requirements for the day-to-day operations of the Montego Bay Civic Association (MBCA), Inc.

DUTIES OF THE PRESIDENT

The President shall be the chief executive officer of the Association. They shall have all of the general powers and duties that are usually vested in the office of president of a corporation, including, but not limited to, the following:

1. Preside at all Association General Membership, Board of Directors, Special, and Executive Committee meetings. Establish all meeting agendas.
2. Manage and direct the business of the Association.
3. Sign, along with one Officer, promissory notes, checks, contracts, leases, mortgages, deeds, permit approvals; and other instruments approved by the Board of Directors.
4. May delegate, in writing, signature authority, other than for financial contracting transactions, to another Director or Officer.
5. Hire and terminate employees, prepare job descriptions, propose wages and benefits as part of the annual operational budget, and establish and implement human resources policies, all with the approval of the Executive Committee.
6. The President of the Association shall provide all instructions and directions to Association employees concerning support of committee and ad hoc advisory body activities.
7. Authorize, in an emergency to avoid further harm or deterioration to the Association, with the concurrence of one officer and the Chairman of the Budget/Finance Committee or two officers, an expenditure up to \$5,000 for the emergency action. The justification and the names of those approving the emergency expenditure will be made part of the minutes of the next Board Meeting.
 - a. The sense of the Board was that an emergency "skips the process" in order to take whatever action is necessary to address the emergency. The sense of the Board agreed that an emergency action is "stop the bleeding" and once that is accomplished, then the bidding process is applied to any follow-up repairs or action. (MBCA Board Minutes, April 14, 2012)
 - b. An emergency action is not approval of a total project but only those actions to remove the cause of the emergency. (MBCA Board Minutes, April 14, 2012)
8. Ensure orders, motions, decisions, and Resolutions of the Board, and the General Membership, are carried out.
9. Be a non-voting ex-officio member of all Committees.
10. Sign the Association tax return, either in writing or electronically depending on how the tax forms are provided to the President. Ensure the tax return is transmitted to the Internal Revenue Service and to the Maryland Secretary of the Treasurer.