

10 STEPS TO SUCCESS

HOW TO PREPARE FOR YOUR NEW COMMUNITY ASSOCIATION BOARD ROLE

Community association board members who are educated about their roles and responsibilities are critical to a functional and harmonious community. There's a lot to learn.

You can prepare for your role and succeed in it by following these steps:

- Attend a board member orientation held by your community, management company, or business partners—if offered.
- Ask for a roster of important association contacts (board and committee members, managers, staff members, business partners, etc.) and understand the relationships.
- Read the association governing documents.
- Review meeting minutes and financial reports for the previous six months.
- Read the annual budget and the most recent reserve study.
- Understand the functions and current projects of each committee.
- Evaluate the goals of the board, how it operates, and its strategic priorities.
- Understand the business judgment rule, which separates careful board members from liability for the decisions they make while governing the association.
- Avoid predetermined agendas and personal priorities.
- Join CAI and take advantage of all its resources including introductory publications, training courses, and both online and in-person workshops.

Serving on your community association board is a big responsibility but also a rewarding experience. For more information on board member roles and responsibilities, visit www.caionline.org/HomeownerLeaders.