

Board Member Job Description – Role, Authority, Duties, Key Responsibilities & Qualifications

Role

Board Members are stewards of the Association's purpose, and governing responsibilities. They provide leadership, set direction, and ensure the consistent and lawful operation of the Association in service to all lot owners within the Sandia Heights Development.

Authority

Only the full Board, Executive Committee, or chartered committees may exercise decision-making authority. Board Members hold authority collectively, not individually. Authority is granted through Association's Bylaws and New Mexico Nonprofit Corporation Act. Decisions are made through properly called meetings and votes of the Board. Officers and individual Directors shall act only within powers delegated to them by formal Board action or defined charters.

Board Members are authorized to:

- Participate fully in Board deliberations and decisions.
- Vote on motions, budgets, policy, and enforcement matters.
- Serve on or lead committees as assigned.
- Represent the Association when delegated.

Duties and Responsibilities

All members of the Association Board of Directors are expected to act in the best interests of the Association and its members by fulfilling their fiduciary obligations, representing the collective interests of the community, and participating actively in the governance of the community. Board service is both a privilege and a responsibility.

Fiduciary Duties

- **Duty of Care**

- Be informed and diligent in all matters affecting the Association and its members.
- Prepare for meetings by reviewing materials (pre-reads, agendas, financials) in advance of meetings with attention to how decisions impact both the Association's operations and member concerns.
- Ask questions and participate in discussions with thoughtful consideration.
- Make decisions using reasonable judgement with long-term benefit in mind.

- **Duty of Loyalty**

- Place the interests of the Association and its membership as a whole above personal interests.
- Disclose and avoid conflicts of interest that could undermine trust.
- Maintain confidentiality when appropriate.
- Refrain from using the Board position to benefit specific individuals or subgroups of the community.

- **Duty of Obedience**

- Uphold the governing documents, applicable laws, and all official policies.
- Ensure that the enforcement of covenants, rules, and procedures is done fairly, consistently, and transparently for the benefit of all members.

- Respect collective decisions made of the Board as a whole, even when in disagreement, in order to present a unified and credible governance voice to the membership.

Operational Responsibilities

- **Attendance & Participation**

Attend regular and special Board meetings, committee meetings (as assigned), and the annual meeting of the membership. Notify the President/Office in advance if unable to attend. 2020 P & G 2.1.

- **Knowledge of Policy and Oversight**

- Board Members are expected to familiarize themselves with the Bylaws, Policies and Procedures, Standing Rules and Actions Still in Effect.
- Participate in the development, review, and adoption of policies and procedures to guide the Association's operations.

- **Financial Stewardship**

Approve annual budgets, review financial reports, and make informed decisions regarding the use of Association resources.

- **Community Representation and Engagement**

- Act as a liaison between the Board and members, listening to concerns and helping to communicate Board decisions and initiatives.
- Communicate Board decisions in a manner that is clear, respectful, and transparent.
- Encourage member participation in committees, meetings, and elections.
- Recognize and promote diverse perspectives and equitable treatment across all areas of community governance.

- **Member-Focused Governance**

- Consider how every policy, budget, or enforcement action affects residents.
- Aim to build trust through open communication, responsiveness to concerns, and ethical conduct.
- Maintain a focus on long-term community interests that reflect the shared values of Sandia Heights.

- **Committee Engagement**

- Board members are expected to Chair or participate in at least one committee and ensure their alignment with the Association missions.
- Board members are encouraged to prepare articles for The GRIT. 2020 P&G 2.1.11

- **Decision-Making**

- Collaborate with fellow Board members to deliberate and vote on actions in a fair, timely, and transparent manner.
- Serve with professionalism, mutual respect, and a shared commitment to the health, safety, and well-being of the Sandia Heights community.

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Term and Commitment

- Serve a term as defined in the Association Bylaws (typically 3 years).
- Expected time commitment: ~8–12 hours/month, depending on projects and roles.
 - Additional time if serving as an Officer (President, Vice President, etc.) or a Committee Chair.

- Any candidate or director who anticipates missing three (3) or more meetings per year should not apply for or remain on the Board.

Qualifications

Basic Qualifications

- Must be a lot owner of record, and a member of Sandia Heights Homeowners Association.
- Must not have any legal conflicts of interest that would interfere with Board service.

Preferred Qualifications

- Prior experience serving on the Association Board or committees.
- Understanding of governance documents (e.g., bylaws, covenants, policies).
- Demonstrated leadership, communication, or organizational skills.
- Commitment to uphold the fiduciary duties of care, loyalty, and obedience.

Additional Expectations

- Stay current on Association issues and community needs.
- Participate in Board training, self-assessments, and periodic governance reviews.
- Support long-term sustainability and leadership development for the Association.