



The 903 Condominium Owners Association

JOB DESCRIPTION

Executive Board Member

VISION

Our vision is to be a premier Rhode Island condo community offering an inspiring lifestyle, high quality of life, and seen as a desirable place to live and enjoy the benefits of family, friends, and community.

MISSION STATEMENT

Our mission is to enhance and preserve the quality of life and sense of community through effective and efficient management of the Association, enforcement of rules and regulations to preserve property values, and support initiatives and capital improvements that benefit the greater good of the community.

POSITION

The Executive Board provides strategic leadership and governance to Rhode Island's largest residential condominium association. The board is responsible for oversight over property management, compliance and enforcement of rules and regulations, development and execution of a \$1.5 million budget, and the maintenance for over 400,000 feet of interior common space. While day-to-day management is handled by the Property Manager who reports to the President, the board-management relationship is a partnership, and an appropriate involvement of the board is critical and expected. Specific responsibilities include:

- Advise the President as they develop and implement The 903's strategic plan;
- Serve on at least two committees based on area of interest and availability;
- Review the agenda and supporting materials prior to board and committee meetings;
- Review outcomes and metrics created by the Executive Board for evaluating its impact, and regularly measuring its performance and effectiveness using those metrics;
- Assist the President in identifying and recruiting other board members;
- Contribute feedback on The 903's annual budget proposal;
- Examine monthly financial reports sent by property management;
- Approve the annual budget proposal and material business decisions after being informed of and meeting all legal and fiduciary responsibilities;
- Partner with the president and property manager to ensure that board actions are carried out and implemented; and,
- Act as an ambassador of the condominium association.

TERM OF OFFICE AND EXPECTATIONS

Board members are elected for a three-year term beginning after the annual meeting in which they are elected. Appointed board members filling a vacancy serve out the remainder of the term. Board members are expected to attend monthly board and committee meetings. The expected time commitment is 5-10 hours per week.

Service on the Executive Board is without remuneration, except any actual out-of-pocket expenses incurred while performing your duties may be reimbursed.



QUALIFICATIONS

This is an extraordinary opportunity for owners who are looking to give back to The 903 community and focus on continuing to be the premier Rhode Island condo community. Board members should have the following qualifications:

- Ability to use collaborative technology to communicate and work with other board members. Specific technologies used include Google Workspace (Drive, Docs, Sheets, and Slides) and WhatsApp;
- Personal qualities of integrity, credibility, and the ability to maintain confidentiality of association information;
- Commitment to working part of a diverse board with members having different areas of expertise;
- Affinity to building relationships, persuading others, creating consensus among diverse individuals.

QUESTIONS

If you have additional questions about this role, please reach out to Evan Lemoine at president@the903.com.