

## **Job Descriptions**

### **Board Positions**

#### **President**

The President shall be the chief executive officer of the Corporation and, subject to control by the Board of Directors, shall with the Secretary execute all documents in the course of the business of the Corporation.

#### **First Vice President**

The First Vice President in the absence of the President shall perform the duties of the President. In addition, the First Vice President shall over see the operations of the following but not limited to standing committees as well as any other committees formed and designated by the Board of Directors not overseen by the Second Vice President: Architectural, Covenants, Security, Street Lights and Entrance Lights.

#### **Second Vice President**

The Second Vice President, in the absence of the President and First Vice President, shall perform the duties of the President. In addition, the Second Vice President shall over see the operations of the following standing committees as well as any other committees formed and designated by the Board of Directors not overseen by the First Vice President: Social, Welcoming, Publications, Website and Beautification.

#### **Secretary**

The Secretary shall keep the minutes of the meeting of the Board of Directors and the Members and shall be custodian of the records of the Corporation. The Secretary, together with the President, shall execute all documents in the course of the business of the Corporation.

#### **Treasurer**

The Treasurer shall have custody of all funds and properties of the Corporation and shall keep regular books of account in accordance with accepted accounting practices. The Treasurer shall collect and disburse the funds of the Corporation in such manner as shall from time to time be authorized by the Board of Directors.

#### **Assistant Treasurer (non voting)**

The Assistant Treasurer (bookkeeper), when authorized by the Board of Directors, shall have all the powers conferred upon the Treasurer, with the exception of voting. The Assistant Treasurer shall not be deemed Officers of the Corporation, merely an agent of the Corporation under the guidance of the Board Treasurer.

### **Committee Chair Positions**

#### **Architectural**

The Architectural committee is responsible for carrying out the duties outlined in Article IV of the Holly Tree Plantation Declaration of Covenants and Restrictions, Phase I.

#### **Covenants**

The Covenant committee is responsible for overseeing the compliance of the membership with the covenants as filed in the Register of Deeds office of Greenville County for Holly Tree Plantation and all related phases.

#### **Security**

The Security committee will act as a liaison between the membership and the contracted security force.

#### **Street Lights**

The Street Lights committee will be responsible for overseeing the addition of any new street lights as well as the condition of existing lights in Holly Tree Plantation Subdivision and related phases. The committee will notify Laurens Electrical Cooperative when any of the current street lights are in disrepair.

#### **Entrance Lights**

The Entrance Lights committee will be responsible for overseeing the maintenance light fixtures, spots and up lights of the 10 lighted entrances.

#### **Social**

The Social committee will be responsible for overseeing various social activities for the membership, including but not limited to adult and family functions.

#### **Welcoming**

The Welcoming committee will be responsible for welcoming new property owners to Holly Tree Plantation and related phases.

#### **Publications**

The Publications committee will be responsible for the compiling, printing and distribution of the Holly Tree Newsletter.

#### **Website**

The Website committee will be responsible for compiling, maintenance, and content of the website.