

President Responsibilities and Duties

The Hebgen Lake Estates (HLE) Association President's responsibilities focus on overseeing the functioning of the association and decision making. Typically, the President would have the final say when deciding on various projects and initiatives. Any initiative that the board cannot decide on unanimously can be pushed forward or halted by the President. The President must also have an in-depth understanding of bylaws and covenants, and of all the ins and outs of the association required to make well-informed decisions.

President's specific duties include:

- Develops agenda for board meetings and runs meetings.
- Sends out the meeting agenda in advance for review. The meeting is composed of an open session and a closed executive session. The closed session is used to discuss issues involving owner related matters including financial issues and covenant violations. The executive session is used to create a forum for thoughtful discussion. It is not intended to be used to hide behind a cloak of secrecy. President approves the agenda at the beginning of the meeting.
- Reviews and approves HLE Protective Covenant Violation Letters, the filing of liens against properties for unpaid dues or covenant violation fines, and amendments to the HLE Covenants and By Laws.
- Reviews and approves other matters coming before the HLE Board.
- Serves as Chair of the Architectural Review Committee (ARC) responsible for reviewing and recommending approval of all residential construction, outbuildings, fences, and landscaping within the neighborhood. As President, votes to approve/disapprove all construction activities in the community.
- Primary public relations contact for residents
- Serves as a liaison with local organizations and governments, and with Gallatin County.

Additionally, as part of the board of directors of a nonprofit, the President shares the following primary legal duties:

- A duty of care ensuring prudent use of all association assets, including common space, people, and good will.
- A duty of loyalty ensuring that the association's activities and transactions are, primarily advancing its mission. Make decisions that are in the best interest of the association, and not in the best interest of the individual board members.
- A duty of obedience ensuring the association obeys applicable laws and regulations; follows its own bylaws; and adheres to its stated purposes/mission.