

NEW HORIZONS SOUTH BAY ASSOCIATION

22727 MAPLE AVE., TORRANCE, CA 90505

(310) 325-3080

Fax (310) 325 8926

CHARTER Chairman - Board of Governors

PURPOSE-

The Chairman serves as Chief Executive officer of the New Horizons Association and shall, subject to the control of the Board of Governors, have general supervision, direction and control of the business and affairs of the Association in accordance with Article VI, Sec. 6, of the New Horizons by-laws.

ORGANIZATION - Board of Governors.

The Chairman is an elected member of the Board of Governors assisted by the following officers of the Association:

- a. Vice Chairman
- b. Secretary
- c. Treasurer

RESPONSIBILITY-

1. Reviews and becomes familiar with:
 - a. By-Laws of New Horizons South Bay Association
 - b. Management Agreement for New Horizons South Bay
 - c. Covenant, Conditions and Restrictions (CC&R) Rules and Regulations and other documentation governing the management of **NEW HORIZONS - SOUTH BAY ASSOCIATION**
2. Provides general supervision, direction and control of the business and affairs of the Association
3. Presides at all meetings of the Owners and Board of Governors
4. Acts as Ex-officio member of all standing committees
5. Acts with the general powers and duties of management similar to Chairman of non-profit corporation
6. Assumes such other powers and duties as prescribed by the Board of Governors or the By-Laws
7. Evaluates condominium employees

PRINCIPAL FUNCTIONS -

1. Supervises and coordinates activities of all standing committees and attends as many committee meetings as possible.
2. Advises and assists standing committee Chairmen, without pre-empting their responsibility or authority.
3. Advises Chairman of Budget Committee on preparation of Annual Budget and due date (November).
4. Collects data from committee Chairmen for annual report (December).
5. Initiates action to obtain candidates for Board of Governors (January).
6. Completes and publishes Annual Report
7. Requests audit to be made on closing Association books for preceding calendar year (January).
8. Announces election of members for Board of Governors; establishes date; advertises for any propositions (February); and arranges meeting (March).
9. Calls special meetings:
 - a. Owners, 10 day prior notice and
 - b. Board of Governors, 4 days prior notice.

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It is mandatory that all Funded Committees clear with the Budget Committee, and the Board of Governors, any transfer of budgeted funds to non-budgeted use, as well as the disposal or transfer of Association funds or equipment.