



Roles of the Trustees & Officers of the Association



**CHAPMAN PLACE
CONDOMINIUM TRUST**
1 CHAPMAN PLACE
LEOMINSTER, MA 01453-6149

The Trustees primary role is to provide the leadership necessary to fulfill the fundamental purpose of the community association—to **protect, preserve and enhance both the physical assets of the association and the quality of life of the residents**. The role and scope of the authority are set forth in the governing documents; specifically, we set goals, standards, and policies; enforce the governing documents; maintain the property and financial stability; purchase adequate insurance; enter into contracts for services; create and supervise committees and conduct monthly/annual meetings.

President– directs the activities of the association, motivates and facilitates participation by Board members; relies on other Board members for guidance and advice; assigns or delegates tasks; protects and maximizes resources; presides at meetings; executes legal documents

Vice-President-performs the duties of the President in his/her absence and is usually assigned as the liaison to specific staff, contractors or committees

Secretary-maintains the official records of the Association, prepares meeting material and minutes, handles official correspondence; verifies the membership roster; and validates proxies at elections

Treasurer-prepares financial reports; maintains association accounts; prepares and monitors the association budget; analyzes the association reserve accounts