



Town Center Community Association

5430 Vantage Point Road – Columbia, Maryland 21044

Columbia Town Center Residential Community Association Board of Directors Responsibilities

Each member of the Board, in collaboration with fellow Directors, is responsible for governing all activities of the Community Association. Individual board members have an obligation to uphold the code of ethics set for them by the Board and by all applicable laws.

The Board is responsible for: (not in priority order):

1. Establishing and periodically reviewing the mission of the Association. Determining how the Association carries out its mission through long-range and short-range planning and providing oversight to ensure the Association is making progress in achieving its mission
2. Assuring that hiring and contracting for services needed to run the Association are conducted in accordance with policies and procedures adopted by the Board and in compliance with all local, state, and federal laws and regulations
3. Hiring, supporting, evaluating annually, and terminating (if necessary) the Village Manager
4. Ensuring legal compliance, financial compliance (financial review or audit), and public reporting compliance (annual report) with Federal, State, and local laws and regulations. Adopting a comprehensive annual budget and providing ongoing fiscal oversight. Establishing policies that ensure that best non-profit practices are followed
5. Maintaining the Board by:
 - Encouraging residents to stand for election to the Board
 - Orienting and training all Board members, annually
 - Developing Board leadership to maintain continuity and institutional knowledge
 - Participating in an annual Board self-assessment process



Telephone 410-730-4744/410-730-4801 – Fax 410-730-1823

VillageManager@ColumbiaTownCenter.org – www.ColumbiaTownCenter.org

Town Center Community Association

5430 Vantage Point Road – Columbia, Maryland 21044

Individual Directors are responsible for (not in priority order):

1. Understanding and promoting the purpose and programs of the Association.
2. Educating the community about the Association's focus
3. Avoiding conflicts of interest and abiding by the Association's code of ethics
4. Participating actively in meetings of all types that you have committed to
5. Making site visits to applicants when serving as majority member on the Architectural Committee
6. Serving as a liaison with Town Center residential developments, attending at least one meeting per year so that all Town Center residential developments are visited at least once per year
7. Participating in annual Board self-assessment
8. Preparing for Board meetings by reviewing all materials prior to the meeting
9. Respond quickly to requests requiring Board action
10. Attending and actively participating in monthly Board meetings and committee meetings
11. Attending, potentially on short notice, telephonic or electronic meetings
12. Represent Town Center at community meetings, hearings, and other engagements to represent the interests of the residents of Town Center
13. Engaging residents of Town Center in activities that promote and further the Association's mission and strategic plan
14. Attending at least two Association sponsored events (for example, National Night Out, the Holiday Party, presentations, and workshops) each year

Directors can expect to spend approximately 10 hours per month attending meetings, participating in email communications, and engaging with the Board and Town Center residents.

Adopted unanimously by the Board of Directors: January 25, 2014



Telephone 410-730-4744/410-730-4801 – Fax 410-730-1823

VillageManager@ColumbiaTownCenter.org – www.ColumbiaTownCenter.org