



“Bruton Glen” Homeowner’s Association

Attn. Board of Director’s
P.O. Box 5546
Williamsburg, Virginia 23188-5546
E-Mail: BrutonGlenHOA@cox.net

~ Board of Director’s ~ *Officer’s Responsibilities & Duties*

Member at Large:

The Member at Large shall act as the Board of Director’s dividing vote at all meetings and/or decisions requiring vote of the Board of Director’s. His/Her vote will account for the validity and authorization of any board members vote at any Association meeting, but shall inherently become the dividing vote.

The Member at Large shall be responsible for maintaining order during any meeting of the Board of Director’s and/or the Association’s Members. He’ll also be responsible for acquiring the Meeting Sign-In Attendance Sheet and assuring that all personnel attending the meetings have acknowledged their attendance by signing/initialing the attendance sheet. Name & Address of the attendee’s shall be required and recorded on the attendance sheet, but any other information such as; telephone numbers, e-mail addresses are optional and voluntary.

The Member at Large by authority of the President, Board of Director’s and/or Association shall act as a representative and/or resource contact for Homeowner’s in order to provide the appropriate information and/or directives associated with the Association and it’s governing documents.

The Member at Large shall also be responsible for performing such other delegated duties as directed and/or required by the President, Board of Director’s and/or Association.