



Oak View Estates Homeowners Association

Job Description: Vice President

Position Summary

The Vice President assists the President in leading the Association and is prepared to step in and perform all presidential duties when needed. This role provides continuity of leadership and helps ensure the Association's operations remain consistent with its Bylaws, CC&Rs, and Texas law.

Term of Office

One (1) year, beginning the first day of the fiscal year following the September Annual Meeting. May serve no more than two (2) consecutive terms in the same office (Bylaws Article VII, Section 1).

Eligibility

Must be a Member in good standing (dues paid in full).
Must own property or reside in the subdivision.

Key Responsibilities (per Bylaws Article VII, Section 2(b))

Assist the President in carrying out all duties and responsibilities.
In the absence of the President, preside at all meetings of the membership and the Board of Directors.
Perform the full duties of the President if the President is absent or unable to serve.
Conduct an annual review of the Bylaws and present any recommended changes at the Annual Meeting (Article XIII).
Perform any additional duties delegated by the President or the Board of Directors.

Additional Duties

Support Board initiatives on common-area maintenance, architectural review, and community relations.
Help prepare for membership meetings and ensure proper notice and quorum requirements are met.
Serve as a resource for Block Captains and committee chairs.

Time Commitment

Quarterly Board meetings + two annual membership meetings.
Additional time for Bylaws review, meeting preparation, and assisting the President (estimated 3–6 hours per month on average).

Compensation

Volunteer position – no salary.
Reimbursement of approved out-of-pocket expenses up to \$50 every three months (Bylaws Article VI, Section 2(e)).

Accountability

Elected by and serves at the pleasure of the membership. Reports to the Board of Directors and is ultimately accountable to the Members in good standing.