



## ROC Association Director Job Description

**The Board of Directors is responsible for the following general tasks, as stated in the by-laws:**

- Managing and directing the affairs of the Association in accordance with the Association's purpose and mission, including:
  - The development of all community members
  - Supporting a strong peer network of co-op leaders among communities
  - Advocating for communities within the ROC USA Board
  - Representing the network of communities to external stakeholders
  - Building cohesive relationships between ROC Association, ROC Network, and ROC USA
  - Adherence to the International Cooperative Principles.
- Developing the policies of the Association
- Ensuring that the ROC USA website communicates updates and important information to ROC Association Members.

**Each Director must:**

- Own and reside in a manufactured home in a ROC, have a signed lease with the ROC, and have paid the membership fee
- Be willing to accept Director responsibilities, including
  - Participating in all matters of governance of the Association and in the operation of the Association
  - Serve on the ROC USA Board of Directors

**Directors are expected to:**

- Attend Director meetings once per month
- Take on the duties of either President, Secretary, or Treasurer
- Check email daily for ROC Association communication
- Join at least one Association committee or sub-committee
- Clearly and promptly communicate any lasting Wi-Fi challenges which might prohibit communication with fellow Directors, the Associations' members, and ROC USA staff

- Represent a region, as well as hold a national perspective taking into account the diverse opinions and backgrounds of all ROC Association members
- Assist in onboarding new Directors
- Rotate facilitation of monthly Better Together calls for the membership
- Attend the ROC Leadership Institute (RLI), the new ROC Leadership Program online, and other training and ROC Association events as determined by the Board
- Attend and help lead the ROC Association annual meeting
- Serve on the ROC USA, LLC Board of Directors as one of three Association Directors, which includes attending quarterly meetings
- Prepare for and accept speaking engagements in which a ROC Association Director's view is needed
- Coordinate with committee chairs to stay up to date, and to provide direction as needed.

#### Officers: President, Secretary, Treasurer

##### The President:

- Is often asked to represent the Association to external stakeholders and at formal ROC USA events
- Demonstrates a commitment to open-mindedness and fairness
- Acts as a positive role model for the entire Association
- Collaborates to create meeting agendas, and then presides at all meetings of the board and of the membership
- Acts as one of the signing directors for ROC Association on legal documents and public letters

##### The Secretary:

- Ensure that notices for meetings are prepared and posted as required by the bylaws
- Works with ROC USA staff to provide draft copies of the minutes to the Board prior to the next meeting
- Certifies, through signature and date, all approved official documents for the Association are true and accurate

The Treasurer:

- Receives monthly ROC Association account statements from ROC USA staff
- Is familiar with the regular income and expenses of the ROC Association account
- Presents updated financial statements to ROC Association Directors monthly or as needed.