

Roles and responsibilities - Committee & Administrators

PRESIDENT

Role: Accountable for the work of the Comunidad Committee. Leads and directs the Committee to carry out its responsibilities in accordance with the Statutes and general law. Ensures the work programme for the year is completed effectively and within budget.

To carry out this function:-

- 1 Has Power of Attorney to represent the Comunidad in all matters
- 2 Leads and directs all activities for running the Comunidad
- 3 Chairs Committee meetings and AGM to ensure agenda items are dealt with
- 4 Delegates responsibilities and tasks to committee members
- 5 Liaises with administrators to ensure their functions are carried out effectively

TREASURER

Role: Manages the finances of the Comunidad to ensure all fees are collected within the agreed timescale and that all payments are properly authorised and paid via the administrators. Ensures that payments are allocated to the correct category for the Statement of Accounts.

To carry out this function:-

1. Liaises with administrators to ensure their functions are carried out effectively.
- 2 Provides details of bank account balances to administrators for the Statement of Account
- 3 Liaises with administrator when owners change so the full and correct details are recorded in the owners list as required
4. Ensures prompt action is taken to recover outstanding fees and debts.
- 5 Presents a report about the finances to the Committee at every meeting and at the AGM

SECRETARY

Role: Ensures that all documentation for the Comunidad is held safely and produced as required to owners, the Committee and anyone else authorised to receive it.

To carry out this function:-

- 1 Takes accurate and complete minutes of every Committee meeting and the AGM
- 2 Arranges for translations to be produced of the minutes and publishes them on the website
- 3 Receives all correspondence to the Comunidad and arranges for a reply

- 4 Prepares and distributes all papers necessary for the AGM.
- 5 Issues new owners with all necessary information about the Comunidad.

VOCAL 1

Role: Assist the President

1. Contributes to debate and decision making about Comunidad matters
- 2 Undertake tasks as delegated from the President
3. Takes on the role of Treasurer if required.

VOCAL 2

Role: Assist the President

1. Contributes to debate and decision making about Comunidad matters.
2. Undertake tasks as delegated from the President
3. Takes on the role of Secretary if required.

ARENAL ADMINISTRATION

Role: Assist the Committee by undertaking delegated duties as follows:-

- 1 Keep a full detailed list of owners including a copy of the Escritura confirming ownership
- 2 Keep a running record of payments and receipts and provide updates to the Committee as required
- 3 Prepare the annual Statement of Account for the AGM
- 4 Administer direct debits and issue invoices for overdue fees and other money to be received
- 5 Presentation of model 347 to Tax Office regarding payments to suppliers
- 6 Provides legal advice and services to the Comunidad Committee as required
- 7 Sends and receives Correspondence as required
- 8 When requested, represents the Comunidad with public administrations: town hall, court, tax office
- 9 Management of incidents/accidents
- 10 Attend the AGM and provide Spanish translation if necessary.