

Job Description – Los Trancos Community Association Board Member

1. Attendance at Board meetings – The previous Board started out meeting once each month. This frequency was found not to be needed most of the time, and the meeting cadence was reduced to once every other month. Finally, it morphed to an “as needed basis”, which meant meeting frequency was somewhat further reduced. Meetings typically lasted about 2 hours each. Additional time was required of the President to plan and distribute the meeting agenda and by whoever was taking notes each meeting to prepare and publish the minutes.

2. Primary functions – The Board oversees three primary functions:

- a. Emergency Preparedness
- b. The Community Directory
- c. The Community Picnic

The Boards responsibilities in each of these areas were primarily associated with funding and providing guidelines when needed. Board members tended to help out making these functions happen, but this has not been a requirement.

3. Ad Hoc activities – Board members are asked to represent the community associated with specific activities and issues. An example is provided by the discussions held with the military foundation that owned the Pony Tracks tanks in order to minimize the impact of the tank sales and their movement on the community. It should be noted that the Board did not sponsor or take an active role in things like the Ramona Road repair or road signage improvements in the community. Groups of concerned community members took the lead on these. However, the Board supported these activities with the county when it was clear that there was broad based community support for them

4. Administrative activities – The Board sets dues, to be paid every two years, and takes a direct responsibility for collecting them. This is probably the single most time consuming aspect of Board membership as considerable follow-up was needed. It should be noted that dues were not collected when they normally would have last year, since additional funds were not needed. Also, dues payment is not a requirement for Association membership. Dues are used only to pay for emergency preparedness, subsidize the community picnic, and pay for publishing the community directory. No funds are used for labor, to support specific causes, etc.