

HOAMCO – *Best Practices*



New Board Members

Below are a series of events that must take place as new board members are either elected or appointed. Ensuring that these events take place will promote communication and an understanding of HOAMCO's role. Please consider this a HOAMCO standard.

- 1) Inform new board members that HOAMCO conducts new board member training programs and schedule either an on-site with the board or invite them to the regularly scheduled event if available.
- 2) Take the opportunity to share with new board members the role HOAMCO plays in managing the association.
- 3) Inform accounting of the names of the new directors and any offices they may be holding. If the Treasurer is new, take the time to explain the financials.
- 4) Update TOPS with the new board member names and offices held, and contact information, including e-mail addresses. Be sure to update both the Community Fact Sheet (President's info only) and the Owner/Officers window (using the "Browse Owners" button).
- 5) Inform accounting how financials are to be distributed to board members.
- 6) Inform accounting of any bank signature changes for the respective banks.