November 5, 2025

Consolidated Bell Mountain Ranch Metropolitan District, (Metro District, MD) Board Positions - Descriptions

President:

The president holds the highest office on the board. This individual must have strong leadership abilities, transparency, relevant experience and communication skills as he/ she is responsible to manage, review, guide and approve all of the MD board actions.

- Runs all board meeting, appoints committees, prepares Agendas
- Takes the lead in initiating motions and resolutions
- Annually reviews, approves all Legal, Administrative, Accounting and Maintenance contracts for the MD
- Approves monthly billings on bill.com
- Works closely with the treasurer on all financial matters
- Works collaboratively with the entire board to shape the culture of transparency, openness and integrity
- Attends public meetings on behalf of the Board, or can appoint another board member to attend in his/her place
- Responds to all emails addressed to him by Residents or Public Entities
- Seeks Legal advice as necessary
- Interviews potential new candidate(s) when a board member resigns prior to their term expiry limit, presents the candidate to the Board
- Discusses any matters with the Board affecting the MD
- Reviews and provides final reviews to Board's meeting minutes and Agendas

Vice-President:

The vice-president holds the second highest office on the board.
This position serves directly under the president, and it supports the president in performing their duties and responsibilities. Must have strong leadership skills, accountability, transparency, integrity and communication skills.

- Supports the president in his role
- In the absence of the president, vice-president runs the board meeting, appoints committees, prepares Agendas
- Supports the president's motions and resolutions
- Annually executes documents where necessary, reviews all Legal, Administrative, Accounting and Maintenance contracts
- Works collaboratively with the entire board to shape the culture of transparency, openness and cohesiveness
- Attends any public meetings on behalf of the Board, in the absence of the president
- Seeks Legal advice as necessary
- Reviews and provides input to Board's monthly meetings, Agendas

Secretary:

The secretary is responsible for a number of administrative and communication related tasks in addition to regulatory and legal compliances. The secretary must have great communication skills, be a good writer and very efficient in their role.

- Supports the president and vice-president in their roles
- Takes, prepares and distributes monthly meeting minutes
- Takes, prepares and distributes Special Meeting notes
- Works closely with MD Legal Counsel, Administrative support and Directors ensuring that meeting minutes notes are correct
- Records any motions or resolutions at the board meetings
- Works collaboratively with the entire board to shape the culture of transparency, openness and great communication
- Seeks Legal advice as necessary

Treasurer:

The treasurer must have great communication skills, versatile in accounting and reporting to the board on budget concerns, stability and viability, any overruns and underruns, and potential future challenges before they occur, and any other matters related to the annual budget.

- Supports the president and vice-president in their roles
- Takes direction from the president and vice-president
- Monitors MD monthly expenditures and reports on deviations
- Works closely with MD Accounting firm, Simmons & Wheeler
- Provides detail review of MD quarterly financial status
- Works collaboratively with the entire board to shape the culture of transparency, openness and respect
- Seeks Legal advice as necessary
- Reviews and provides input to monthly Board meetings, Agendas

Assistant Secretary/Treasurer (AST):

The AST is able to assist the secretary and the treasurer when the need arises to take on some of their tasks that may require assistance.

- Supports the president and vice-president in their roles
- Takes direction from the president and vice-president
- Supports the secretary and treasurer when needed
- May be asked to lead a special committee appointed by the board
- Seeks Legal advice as necessary
- Reviews and provides input to monthly Board meetings, Agendas