

**WILDE LAKE COMMUNITY ASSOCIATION**  
**Position Description**  
**Member: Board of Directors**

**Responsibilities of the Board of Directors**

- Being familiar with WLCA's mission, services, policies, programs and operations.
- Formulating policies for effective Association management.
- Adopting annual budget and providing fiscal oversight, including approving quarterly financial reports.
- Approving and ensuring compliance with the Management Contract between WLCA and the Columbia Association.
- Serving as the Architectural Committee.
- Advocating on behalf of Wilde Lake residents.
- Encouraging community engagement.
- Communicating with and obtaining input from Wilde Lake residents.
- Hiring and evaluating the Village Manager.

**Responsibilities of Individual Directors**

- Reviewing Board meeting background materials before meetings.
- Attending and actively participating in Board meetings.
- Being a member of at least one Board committee and submitting written monthly reports.
- Serving as AC Liaison (one member).
- Signing Acknowledgement of Fiduciary Responsibility.
- Reviewing WLCA's Form 990 before its submission to the IRS.
- Acting in accordance with WLCA's ethics and conflict of interest policies.
- Obtaining a Letter of Compliance.

**Time Demands**

- Monthly Board meetings. (2-3 hours - first Monday of each month at 6:30pm.)
- Committee work.
- Attendance at WLCA special events and functions.
- Correspondence and communication with Wilde Lake residents.
- Annual planning retreat/new Board member orientation.
- Special Board meetings, as needed.
- Attendance at CA Board meetings and Howard County government hearings, as needed, including presenting testimony.