

SELECTING OFFICERS

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What are officers' roles in the neighborhood association?



President

- Lead meetings
- · Enforce bylaws and covenants
- Act as spokesperson



Treasurer

 Oversee and manage association finances (reporting, budgeting, collecting dues, writing checks, and preparing financial statements)



Vice-President

- Assist the president in performing tasks
- Be familiar with association's governing documents
- Step in when president is unavailable



Secretary

- Send out meeting notices
- Record meeting minutes, and prepare agendas
- Notify officers and committee members of their election



Appointed-Chair

- · Assist the president in specific non-committee tasks
- · May co-exist with Vice-President depending on distribution of responsibilities



Committee Chairperson

- · Manage committee budget and involvement
- · Report to the board and membership
- Copy association meeting minutes in the minutes' book



Board of Directors

- Responsible for establishing and reviewing policies
- Oversee major projects
- · Cannot act individually on behalf of the group
- · Responsible for calling membership meetings at least once a year

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Who would we	nominate as	?
President		
Treasurer		Must Have
Vice-President		
Secretary		Ought-to-Have
Appointed Chair		
Committee Chairperson		
Board of Directors		Nice-to-Have

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STEP 1 **Identify Potential Candidates**

Encourage diverse representation among candidates.

STEP 2 **Check Candidates Qualifications** Discuss previous experience and skills.

Election Procedure STEP 3 Communicate voting rules.

Transition and Onboarding STEP 4 Facilitate a smooth transition.

STEP 5 **Provide Orientation and Training New Officers** Establish clear expectations and goals.