



SELECTING OFFICERS



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



Vice-President



Secretary



Appointed Chair



Committee
Chairperson



Board of
Directors

Must Have

Ought-to-Have

Nice-to-Have

