



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.



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



STEP 1

Identify Potential Candidates:

Encourage diverse representation among candidates.

STEP 2

Check Candidates Qualifications:

Discuss previous experience and skills.

STEP 3

In Procedure:

Discuss previous experience and skills.

STEP 4

Collaboration and Unity:

Listen to different ideas and support the new leaders.

STEP 5

Transition and Onboarding:

Facilitate a smooth transition.

STEP 6

Provide Orientation and Training New Officers:

Establish clear expectations and goals.