



# 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

# SELECTING OFFICERS



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

