

2012 Executive Board Positions

The McKenney Hills-Carroll Knolls Civic Association annually elects officers to direct Association activities and funds in compliance with the bylaws and the community's own wishes. The following positions are now open for nominations. Qualifications for all positions include comfort in using the Internet to correspond about Association business in a timely manner, and dedication to making the MH-CK CA a great resource for our neighborhood.

To nominate yourself or a neighbor, please contact nominations@mhckcivic.org.

President

The President presides over community events, meetings, and county communications, as directed by the community. S/he assists the community to utilize and further develop its resources in response to problems, and to promote participation in community and civic activities. Through conversations with neighbors, attending community activities, and staying apprised of local events and opportunities, the President also helps foster a greater sense of community within the neighborhood of over 1,000 households.

Specific duties include:

- Upholding the directives of the bylaws;
- Managing expenditures, in conjunction with the Treasurer;
- Finalizing contracts to provide services for the community, in conjunction with the Secretary;
- Chairing community meetings (8 per year) and Executive Board meetings; and
- Reporting on the Association's activities and goals in the quarterly newsletter.

The President also appoints heads of committees designated in the Association's bylaws to join the officers in forming the Civic Association's Executive Board. Additionally, the President is designated to form special committees as needed, such as a nominations committee to help generate new officer candidates for the following year.

Vice President

The Vice President performs duties assigned by the President and takes over the President's duties in the absence of the President. The Vice President attends and actively participates in monthly community and board meetings, as well as neighborhood events. The Vice President is a member of the Executive Board and votes on decisions related to the direction of the Association.

Secretary

The Secretary records Civic Association and Executive Board meeting minutes. The minutes, once approved by the community or the Board (respectively), are posted on the Civic Association's website. Other duties include signing Association-related contracts, in conjunction with the President, and keeping track of Association records that are not maintained by the Treasurer (e.g. bylaws, meeting minutes). Proficiency with Microsoft Word

or another word-processing application is essential for producing the minutes and maintaining the Association's electronic records.

While not required by the bylaws, the Secretary is the Executive Board's liaison to the Communications Committee, which ensures that relevant information from the Association is shared with members or the general public via the newsletter or the website.

Finally, the Secretary is a member of the Executive Board and votes on decisions related to the direction of the Association.

Treasurer

The Treasurer manages the funds of the Association and appropriates these funds for business that is authorized by the Association or the Executive Committee. The duties include:

- Maintaining the Association's bank account;
- Ensuring that receipts are submitted appropriately and with sufficient detail;
- Cutting checks and maintaining balance sheets using Quickbooks;
- Filing the appropriate required forms to maintain the Association's tax status with the Internal Revenue Service; and
- Ensuring that the Association spends money in a conscientious and practical manner.

The Treasurer makes a quarterly financial report to the membership, although in practice, this report occurs at every meeting held by the Association. The Treasurer also collects membership dues for the Association and works with the Secretary to maintain a current and accurate roll of the members.

The Treasurer has also traditionally coordinated with attorneys to provide legal advice to the Association.

Finally, the Treasurer is a member of the Executive Board and votes on decisions related to the direction of the Association.