

## Board of Directors Letter of Interest Form

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone#: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Choose the position you would like to be considered for:

President       Secretary       Member-At-Large

Vice President       Treasurer

Please include a one page narrative, on the back of this form, or staple a summary description of your skills and expertise you would like to bring to the Fairington Farms HOA. Also include a date when you would like to be interviewed in person by the current Board Members.

**NOTE: All candidates must be current on HOA Dues and hold no outstanding fines in order to be considered. Expedited settlements are available. Discuss with Board.**

## Description of Responsibilities for Board Members

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### President

Serves a two-year term of office as specified in the association bylaws. Must know and follow the bylaws of the Association. Cooperates with the other members of the Board of Directors. Appoints parliamentarian. Plans coordinates, organizes, promotes and conducts HOA meetings. Instructs Secretary to copy and distribute bylaws and general meetings. Provide updates on conferences and conference planning and input to board decisions. Responsible for conducting HOA board meetings and other business matters.

### Vice President

A Vice President may be called upon at any time to assume temporarily the place of the President. VP should make a thorough study of the President's duties and responsibilities and be familiar with the work of the association. A strong VP should be the President's right hand acting as an aid in assuming assigned responsibilities. The VP presides at meetings in the absence of the President or upon their inability to serve.

### Secretary

Responsible for keeping accurate records of the proceedings of the Association and board meetings these records will be history of the Association. Promptness, accuracy, knowledge of Roberts Rules of Order, Association bylaws and policies are very important to the job. Must have access to email to distribute minutes and correspondence. Must take minutes at all HOA meetings including transition and other Board and business meetings. Must provide minutes of all meetings to board for review and correction. Must provide final versions minutes documentation to all Board Members in timely manner. Must maintain both electronic and hard copies of all meeting minutes and periodically provide copies to archive, or from storage. Maintain accurate email and contact information on all residents for correspondence purposes. Distributes newsletter and email blasts to residents.

### Treasurer

The Treasure is the legally responsible and authorized custodian of Association funds and is responsible for the financial management of the Association. The Treasurer receives and disperses all monies in accordance with the Association bylaws and the approved budget. Must work with the President and Board to conduct HOA transactions. Must develop annual proposed budgets and financial reports to print, and be presented to the Board, Board (and transitional Board) and HOA community meetings. Must provide information for HOA newsletter as needed, such as updated budget information. Must be knowledgeable of computer accounting software. Must maintain and secure sensitive financial information and access, such as debit cards, banking account information, Tax ID information, check books and other financial records and instruments. Responsible for providing financial reporting upon requests of HOA member in accordance with bylaws and covenants.

### Member-At-Large

Responsibilities are to develop and implement membership recruitment and retention programs in conjunction with the President and Board members. Works with Board to obtain periodic membership list for review and tracking purposes. Provides the President and Board with membership updates. Works with Board to ensure new members are welcome to the neighborhood. Develop relationships with residents. Encourage residents to become aware and active throughout the subdivision. Development and implement a public relations program promoting knowledge and understanding of HOA activities, goals, and mission in conjunction with President and Board.

## Special Interests Volunteers and Committees

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Sometimes community needs may arise, compelling interested individuals to want to become more involved to resolve specific needs or problems. Yet he/she may be unable to commit to long term Board Membership. Individuals may also desire to volunteer to start a specific committee. Please request a meeting with the Board of Directors concerning your interests. The HOA may be able to use your help.