

Crooked Creek Heights South Neighborhood Association (CCHSNA)
Officer Job Descriptions

President

- a) preside over all meetings of the Association, the Board of Directors and the Executive committee except those assigned to other officers;
- b) when necessary, appoints officers, standing committee members, and other such committee members as may be deemed necessary by the Board;
- c) serve as the spokesperson for the Association before the Public;
- d) have the right to be a member of any committee;
- e) sign all leases, contracts, and tax returns for the Association;
- f) co-sign all disbursements with the Treasurer.

What this looks like:

- Set agendas for CCHSNA meetings
- Lead CCHSNA meetings bi-monthly
- Receive CCHSNA mail
- Receive CCHSNA calls and return voicemails
- Respond to emails
- Moderate the Facebook Group
- Maintain records of CCHSNA activities
- Assure that committee's and district responsibilities are carried out
- Attend monthly Pike Township Residents Association, Inc. (PTRA) meetings
- Leading the printing and mailing of annual dues invoices each November
- Contribute to Up the Creek Newsletter (Spring & Fall)
- Other duties, as volunteered

Time commitment

- 2.5 hrs every other month for CCHSNA meetings and preparation
- Avg one phone call every other week from realtors and neighbors
- Peruse through the neighborhood to be aware of what is happening

Helpful Skills

- Leadership
- Timeliness
- Ability to support all viewpoints
- Strong computer skills to include email and social media
- Organizational and communication skills

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Vice President

- a) serve as President pro-term in the absence of the President and shall assume the powers and duties of the President until the next election if a vacancy occurs in the office of the President;
- b) represent the interests of the area and work for the involvement and participation of all members in the programs and projects of the Association

What this looks like:

- Lead CCHSNA meetings bi-monthly in the absence of the President
- Cooperate with the President and help in tasks, as required
- Receive CCHSNA calls and return voicemails
- Respond to emails
- Respond to concerns in the Facebook group
- Attend monthly Pike Township Residents Association, Inc. (PTRA) meetings
- Assisting with printing and mailing of annual dues invoices
- Contribute to Up the Creek Newsletter (Spring & Fall)
- Other duties, as volunteered

Time commitment

- 2.5 hrs every other month for CCHSNA meetings and preparation
- Avg one phone call every other week from realtors and neighbors
- Peruse through the neighborhood to be aware of what is happening

Helpful Skills

- Leadership
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Treasurer

- a) keep and maintain adequate accounts of the business transactions of the Association's assets, liabilities, receipts, disbursements, gains, losses, capital and surplus;
- b) deposit all monies and other valuables in the name and to the credit of the Association and render an account of all transactions as Treasurer;
- c) insure that the books of account be open to inspection by any member of the Board
- d) prepare financial statements for presentation to the Board, Executive Committee, and the annual Association meetings, or upon written request by fifty (50%) of the membership;
- e) maintain an accounting of funds received from general dues and landscape easement assessments by street/area/
- f) co-sign all disbursements with the President;
- g) prepare all necessary tax filings.

What this looks like:

- Maintain CCHSNA membership database
- Maintain record of dues paying homes in the neighborhood
- Maintain records for CCHSNA expenditures
- Provide timely payment on all CCHSNA expenses
- Provide report detailing financial income and expenditures at CCHSNA meetings
- Coordinate deposits
- Prepare the following: Business Entity Report, State & Federal Taxes
- Other duties, as volunteered

Time commitment

- 5-30 minutes per week updating database with new members and filing and paying bills
- Plan to spend 1-2 hrs per week updating association database with new members
- 1 hr Prepare the financial report for the CCHSNA meeting

Helpful Skills

- Financial acumen
- Detail oriented
- Organized
- Report writing and presentation skills
- Strong computer skills to include excel and email

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Secretary

- a) keep and maintain a book of minutes of all meetings of the Board, Association, and Executive Committee;
- b) note in the minutes the nature of the meetings, how authorized, and the proceedings thereof;
- c) retain a log listing those members, visitors, and directors present at each meeting;
- d) obtain when needed from the Membership Committee a complete and accurate list of all members of the Association entitled to vote.

- Take and distribute meeting minutes
- Coordinate Up the Creek Newsletter
- Respond to emails
- Assist in moderating the Facebook Group
- Strong computer skills to include email and social media
- Organizational and communication skills
- Other duties, as volunteered

Time commitment

- 1.5 hrs every other month for meetings
- 1-2 hrs per week responding to emails/ Facebook group
- 1 hr to complete and distribute meeting minutes
- 3 hrs in the Spring & Fall to coordinate the Newsletter

Helpful Skills

- Word skills
- Strong computer skills to include email
- Organizational and communication skills

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District Representative

(more than one person may share this office)

- Represent and respond to district issues
- Attend bi-monthly meetings
- Distribute newsletter and special notices (garage sale, etc.)
- Follow-up with residents that do not pay their dues
- Contact realtors of homes for sale to notify the realtor that we have a covenant and request notification when the house is sold
- Other duties, as volunteered

Time commitment

- 1.5 hrs every other month for meetings
- 1 hr (3-5x per year) to distribute notices and newsletter

Helpful Skills

- Awareness of issues in your district
- Computer skills to include email