



Sylvan Hills Neighborhood Association Officer Descriptions

President

The President shall be the Chief Executive Officer of the Sylvan Hills Neighborhood Association (SHNA). The President shall direct the progress and development of the SHNA, preside over SHNA meetings during that year, authorize actions and commitments of the SHNA with the consensus of the Executive Committee (i.e. officers) and the membership body, maintain avenues of communications with the membership, maintain the SHNA website or assign a delegate, serve as a signatory on the checking account, archive all SHNA documents, and serve as representative to NPU-X or designate a delegate.

Vice-President

The Vice President shall assist the President in the execution and performance of his or her duties, preside in the absence of the President and act as alternate representative to NPU-X.

Secretary

The Secretary shall record the proceedings, and prepare minutes, of the meetings of the SHNA, prepare any official correspondence of the SHNA, assist the President with the documentation archives, and keep careful attendance records based on sign-in sheets from every meeting. These attendance records shall be used to prepare a list of eligible voting members to have on hand for the annual election in addition to copies of the actual monthly sign-in sheets.

Treasurer

The Treasurer shall collect membership dues, give monthly reports on funds received and disbursed, and provide a second signature on the checking account. The books shall be subject to an annual audit. An auditing committee consisting of three non-office holding members of the association shall conduct this audit.

SYLVAN HILLS NEIGHBORHOOD ASSOCIATION 2020 NOMINATION FORM

Nominee must be present for the nominations on Thursday, January 23, 2020 at 6:30PM and elections on February 27, 2020 at 6:30PM. Eligible members for nominations are those who have attended three or more meetings in the preceding 12 months. January will be counted but not February.

Please provide nominee information. The nominee must be a Sylvan Hills resident.

First and Last Name:

Address:

Phone:

Email:

Please place an "X" on the line to select the position you are submitting a nomination for. A form is necessary for each nomination you would like to submit.

President_____

Secretary _____

Vice President_____

Treasurer _____

Please provide your information. You must be a Sylvan Hills resident.

First and Last Name:

Address:

Phone:

Email:

For questions or the description of officer roles, please email sylvanhillsna@gmail.com.

Email completed form to sylvanhillsna@gmail.com or bring to the association meeting on January 23, 2020.