

MOUNTAIN VIEW SOCIAL CLUB APPLICATION FOR ELECTION OF OFFICERS

Please check the office in which you are interested in serving and fill out the bottom of this application. Please return this application by May 10th to the Social Club Chair, JoAnn Foronjy, at 14679 Grandview Dr. You may also bring your application to the May 12th or June 9th Social Club Meeting. The election of Social Club Officers will take place at the June 9th Social Club Meeting.

The terms of office of Chair and Treasurer are two (2) years, beginning and expiring on July 1st. The terms of office of Vice Chair and Secretary are one (1) year, beginning and expiring on July 1st. (All the positions will run for two (2) years in the future. The one (1) year term is only meant to initiate alternating election years for these positions.)

CHAIR – The Chair shall preside at all meetings of the Social Club and Social Events, and shall supervise all plans for promoting the activities of the Social Club. The Chair is the official representative of the Social Club and member ex officio of all committees. The Chair shall perform such other duties as shall be delegated to the Chair by resolution of the HOA Board. The Chair shall, with the Secretary, sign all written contracts and written obligations of the Social Club after approval by the HOA Board. The Chair shall attend meetings of the MVCA as the representative of the Social Club.

The Chair shall work with the Mountain View Newsletter Team and shall keep a monthly ongoing calendar of planned activities. The Chair, together with the Newsletter Editor, will proof the calendar and events pages to ensure their accuracy. The Chair, assisted by the Vice Chair, will act as General Activities Director and call meetings of special interest groups to set up standing committees.

VICE CHAIR - The Vice Chair acts in the absence of the Chair. The Vice Chair is a member ex officio of all committees. The Vice Chair is responsible for maintaining a current Social Club roster. The Vice Chair will support and assist the Chair to direct activities, call meetings of special interest groups, set up standing committees; and keep a monthly calendar of activities. In the event the Chair is unable to continue his/her term, the Vice Chair shall assume the duties of the Chair for the remainder of such term. The remaining Social Club Officers shall recommend to the HOA Board a member of the Social Club to fill the Vice Chair position until the next term.

SECRETARY - The Secretary shall keep the minutes of the Social Club Monthly Meetings. The Secretary shall submit the minutes to the Community Management for inclusion in the monthly HOA Board packet and will submit the minutes at the next Social Club Monthly Meeting to the members of the Social Club for approval. The Secretary shall keep official reports of the Social Club and records, books, documents, and papers relating to the Social Club. The Secretary is responsible for keeping the Bulletin Board at the Clubhouse current. The Secretary will provide emails to the community in regard to Social Club activities. The Secretary shall perform other duties as assigned by the Social Club Officers.

TREASURER - The Treasurer collects and disburses Social Club funds. All disbursement checks shall require two (2) signatures. The Treasurer handles all banking transactions and reconciles all bank statements to Social Club records. The Treasurer receives and retains a voucher for cash payment. At each Social Club Monthly Meeting the Treasurer shall make a statement and submit a report of the financial condition of the Social Club. The membership, by motion, shall approve this report. The Treasurer shall submit this financial report to the Community Management for inclusion in the monthly HOA Board packet.

NAME: _____ ADDRESS: _____ PHONE: _____

QUALIFICATIONS: _____
