



Duties of the officers are:

A. The President

- 1) Preside over all meetings of the Association and of the Board of Directors.
- 2) Serve as an ex-officio member of all committees except for the nominating committee.
- 3) The President, along with the Secretary, shall execute all contracts for the Association, upon official vote of the Board of Directors, and direct the Treasurer to write all specified checks.
- 4) The President shall appoint such special committees as he/she deems necessary.
- 5) It shall be the responsibility of the president along with the secretary to make necessary changes to documents on file with the Secretary of State upon vote of the Board of Directors.

B. Each Area Vice-President shall be responsible for the following:

- 1) Represent the collective interests of the property owner(s) in that area.
- 2) Appoint at least one or more members to each committee of the Civic Association to represent that particular area.
- 3) Ensure the coordination and completion of all Civic Association activities in that area.
- 4) Cooperate with the other officers of the Civic Association to accomplish the goals and objectives of the Association, which are in the best interest of the entire membership.
- 5) Assist the President as needed when called upon.
- 6) In the event of the President's absence or inability to serve, the East Vice-President (then the South Vice-President, and then the West), shall perform the duties of the President, in that order.

C. The Secretary

- 1) Draft such correspondence as needed.
- 2) Represent the collective interests of the property owner(s) in the Association.
- 3) Cooperate with the other officers to accomplish the goals and objectives, which are in the best interest of the Association.
- 4) Assist the President, as needed, when called upon.
- 5) It shall be the responsibility of the secretary, along with the president, to make necessary changes to documents on file with the Secretary of State upon vote of the Board of Directors.
- 6) The Secretary Directors and shall execute all contracts for the Association, upon official vote of the Board of Directors, and direct the Treasurer to write all specified checks.

D. The Treasurer

- 1) Have fiduciary responsibilities for all financial transactions as agreed upon by the board.
- 2) Have custody of all monies of the Association.
- 3) Be responsible for collecting and distributing all funds of the association.
- 4) Keep accurate records of all receipts and expenditures for at least five years.
- 5) Submit financial reports at each meeting.
- 6) May be bonded as directed by the Board of Directors.
- 7) Shall represent the collective interests of the property owner(s) in the Association.
- 8) Will cooperate with the other officers of the Civic Association to accomplish the goals and objectives which are in the best interest of the entire membership.
- 9) Assist the President, as needed, when called upon.



Les Chateaux CIVIC ASSOCIATION

Rockbridge and South Rays Roads

Stone Mountain, GA 30083

PO Box 1062, Pine Lake, GA 30072

NOMINATION FOR THE BOARD OF DIRECTOR

Please complete the following and submit to the nominating committee
Contact your area VP for more information.

I, _____, as a dues paying member, have read and agree to the attached duties as defined on the **Les Chateaux Civic Association By-Laws** would like to be placed on the ballot for the following position:

A. The President

B. Area Vice-President for the following area:

____ West

____ East

____ South

C. Secretary

D. Treasurer

Contact Information:

Address:

Phone: Email Address:

Comment:
