

Original Northwood Association
Board Officer: Vice President

Version 2020.01.22

FUNDRAISING: Compose an Annual Fundraising Letter, in coordination with the Annual Dues Committee, by **November 1** of the calendar year preceding dues date using Original Northwood Association stationery. Stationery can be found at:

<http://originalnorthwood.org/s/ONA-Letterhead.docx>

The Annual Fundraising Letter must be distributed by **December 1** of the calendar year in which dues are to be collected. The Board of Governors may help with letter preparation during the December Board Meeting.

NEWCOMER WELCOME PACKETS: Maintain and distribute Newcomer Welcome Packets to all newcomers to the neighborhood. Maintain an ongoing list of all newcomers to the neighborhood. This list will be supplemented from reports received from Greater Northwood Covenant Association, communication with the listing agent, or from self-report. The current list can be found on the shared Google Drive at:

<https://drive.google.com/open?id=1brJ9GZENMhWVeiHwx6L6Q42KVnmnpBwYhIBjidYJvTM>

The Newcomer Welcome Packets can be delivered to the listing real estate agent at an Open House, to the new homeowner soon after the closing, or during the Annual Newcomers' Picnic. In any case visit the new owner(s) and get the names and correct the info in the Member Dues Roster file to be provided to the Treasurer.

NOMINATING COMMITTEE: Find three (3) people to comprise the Nominating Committee. Instruct the committee members to select a nomination slate by **September 1** of the calendar year in which elections are to take place. Report the committee members to the President at the April Board meeting where the President will formally invest the Committee as per the By-laws.

SPECIAL PROJECT: Identify and lead a special project for the improvement of the neighborhood, especially those projects that fall outside of the purview of an existing standing committee.

MEETING CHAIRMAN /STAND-IN: When the President is unable, the Vice President will chair Board of Governors meetings. The Vice President will stand in for the President when unable to attend other duties and functions.

VICE PRESIDENT'S REPORT: You will be prepared to give a Vice President report at each meeting of the Board of Governors.

AN ACTIVE VOLUNTEER: Be ready to do a lot of jack of all trades stuff as you do not have extensive formal duties. You should be very willing to undertake many various tasks.