

Duties of the Officers and Committee Chairs of GHFCA

President:

President's residence is the principal office of the association. "The president shall be the chief executive officer of the Assoc., shall preside at all meetings of the Assoc. and of the Board. The President shall have all the general powers and duties which are usually vested in the office of president of an assoc., including but not limited to the power to appoint committees from among the members from time to time as he may in his discretion decide is appropriate to assist in the conduct of the affairs of the assoc."

chair monthly board meetings

recruit board members

assist in planning and executing the duties of subcommittees. (e.g. grass cutting contract, vendors and volunteers for social events, insurance policy,

resolve tax bills, write newsletter articles, document membership book software)

communicate with government officials (e.g. township manager, county recorder of deeds, school officials)

communicate with utility employees (e.g. Comcast)

store some association property

maintain messages on entrance sign (anyone else could do this but it should be in someone's job description)

be the contact point for groups needing to communicate with our neighborhood (e.g. midget football, Conodoguinet Watershed Association) The township keeps a list of homeowner association contact people. President should be on that list.

receive comments and problems of neighbors that they wish the board to know or act on.

Carry out the purposes of the Association.

Vice President:

Preside in the absence of the President

Other duties as assigned.

Secretary:

Take minutes of all board meetings and publish a report to the board by the next meeting.

Maintain record of meetings and correspondence by the board.

Treasurer:

Maintains the books for the association.

Receives income and disburses expenditures.

Provides monthly reports on the association financial status to the Board.

Completes any documents required by government agencies.

Newsletter:

The newsletter is the main source for Good Hope Farms residents to be informed. It is Published 5 times during the year (Sept./Oct., Nov./Dec. Jan/Feb, March/April, May/June).

Since the board does not meet during the summer months of June, July and August there is no need for a newsletter. During these months, events and items are posted on the Bulletin Board at the Entrance Sign. 300 newsletters are printed. One to every resident in Good Hope Farms including those who are not paid members. Everyone is entitled to a newsletter.

The chair of the newsletter is responsible for :

1. Setting deadlines dates and distribution of newsletters.
2. Recruit Block Representatives for distribution of newsletters collection of dues and membership information. Designate routes for each Block Representative. The number of volunteers you have determines the number of routes. We have found that a fair size route would be 15 per block representative. Unfortunately, we don't always have enough Block Representatives to allow smaller routes.
3. Prepare an agenda of events that happen at specific times of the year. ie: Sept./Oct issue - Halloween Parade, Halloweenfest
4. Write or provide updates in the newsletter from the Committee Chairs in order to keep the residents informed of things happening in Good Hope Farms. It is helpful if the Newsletter Chair person is adept on the Computer, but it is not absolutely necessary. Print shops are very capable of typesetting and layout. However, this would cost more when publishing the newsletter

Membership:

Chairs a committee for the updating and publishing of the directory which requires analyzing the annual resident questionnaires and updating the computer discs with correct directory info. Also, securing adds for the directory and finally for the printing and distribution.

Formerly, the membership chairman was required to keep a list of all residents who paid their current dues. The current treasurer has all that in her computer and provides a list that is used at the block party to determine who is eligible to receive free tickets. This list is broken down by streets for easy cross checking at the party.

The membership chairman mans the table at the block party to distribute tickets using the lists of residents who have paid.

The membership chairman analyzes the annual questionnaires and prepares lists of those people who indicate a willingness to serve on an activity committee and provides this list to each respective activity chairman.

Analyze the annual resident questionnaires and prepare a list of those people who have indicated a desire to serve on the board or on one of the committees.

Park:

Oversee maintenance of Durgin Park.
Oversee maintenance of the entrance monument.
Control park rental or use for dedicated groups.

Welcoming:

Set up network to alert of new residents
Visit new residents providing them with recent newsletter and directory - ask for membership.
Advise newsletter chair of new resident's names.
Visit new neighbors within a couple weeks of their moving to Good Hope Farms..
Introduce yourself as a neighbor and also as the representative of GHFCA. Give the new neighbor a Good Hope Directory and also the most recent issue of the Newsletter (if available).
Make new neighbors aware of the many things the Association does or provides for the community.
Encourage new neighbors to join the association and become active members.

Social:

Arrange and oversee events such as;

- Block party
- Bowling party
- Hallowfest
- Santa breakfast
- Easter egg hunt
- After six
- Winter carnival
- Christmas dinner
- Other events as the Board agrees

Web Page:

Manage the web page