

Call for Nominations for the Board

Dear Fellow HCCA Member:

We are currently seeking nominations for the Board of Directors of the Hillcrest Community Civic Association (HCCA). Those elected to each position will serve one-year terms beginning on January 1, 2023.

Qualifications for board members:

- Must live within the boundaries of the HCCA as defined in the HCCA by-laws. An exception may be made by the Board if the candidate is deemed to have a significant interest in the HCCA (e.g., currently own property in Hillcrest or resided in Hillcrest no more than five years before seeking election to the Board).
- Pay annual membership dues for the current year.
- Be eighteen (18) years or older.
- All candidates for the office of President shall have served on the Board either in the capacity of an elected officer or as the chair of an HCCA committee for a minimum of one year.

Please review the position descriptions below and consider nominating someone who you believe will work diligently in service to the HCCA community. You may also nominate yourself. Please email your nomination to Carmela Edmunds, Chairperson of the Nominations Committee at edmundscn@gmail.com indicating the position of interest.

All interested candidates will be asked to submit a [Statement of Candidacy](#). The slate of candidates will be emailed to all financially active HCCA members on October 29, 2022. Elections will be held in person at the November 5, 2022 monthly meeting of the HCCA.

President

The President shall be the chief executive officer of HCCA and shall, subject to the control of the Membership, supervise and control the affairs of HCCA and the activities of the officers. He or she shall perform all duties incident to his or her office and other duties as may be required by law, by the Articles of Incorporation, or by HCCA By-laws, or which may be prescribed from time to time by the Membership. Unless another person is specifically appointed as President, the President shall preside at all meetings of the Board and meetings of the Membership. Except as otherwise expressly provided by law, by the Articles of Incorporation, or by the HCCA By-laws, he or she shall, in the name of HCCA, execute such deeds, mortgages, bonds, contracts, checks, or other instruments which may from time to time be authorized by the Membership.

Vice President

In the absence of the President, or in the event of his or her inability or refusal to act, the Vice President next in rank shall perform all the duties of the President and when so acting shall have all the powers of, and be subject to all the restrictions on the President. The Vice President shall have other powers and perform such other duties as may be prescribed by law, the Articles of Incorporation, or by the HCCA By-laws, or as may be prescribed by the President and the Membership.

Corresponding Secretary

The Corresponding Secretary shall certify and keep the original, or a copy, of the HCCA By-laws as amended or otherwise altered to date, the minutes of all meetings of the Board, and the membership. Recording therein the time and place of holding, whether regular or special, how called, how notice thereof was given, the names of those present or represented at the meeting, and the proceedings thereof. Be custodian of the records and the seal of the association and affix the seal, as authorized bylaw or the provisions of the HCCA By-laws, to duly executed documents of the association. The Corresponding Secretary shall see that all notices are duly given in accordance with the provisions of the HCCA By-laws or as required by law, keep copies of correspondence and in general, keep the membership informed on activities affecting the HCCA and the community. The Corresponding Secretary will prepare an annual budget and report to the Membership on all expenditures.

Treasurer

The Treasurer shall:

- Have charge and custody of, and be responsible for, all funds and securities of the association, and deposit all such funds in the name of the association in such banks, trust companies, or other depositories as shall be selected by the Membership.
- Receive, and give receipt for, monies due and payable to the association from any source whatsoever.
- Disburse, or cause to be disbursed, the funds of the association as may be directed by the Membership, taking proper vouchers for such disbursements.
- Keep and maintain adequate and correct accounts of the association's properties and business transactions, including accounts of its assets, liabilities, receipts, disbursements, gains and losses.
- Exhibit at all reasonable times the books of account and financial records to any director of the association, or to his or her agent or attorney, upon request thereof.
- Render to the President and the Membership, whenever requested, an account of any or all his or her transactions as Treasurer and of the financial condition of the association.
- Prepare, or cause to be prepared, and certify, or cause to be certified, the financial statements to be included in any required reports.
- In general, perform all duties incident to the office of Treasurer and such other duties as may be required by law, by the Articles of Incorporation of the association, or by the HCCA By-laws, or which may be assigned to him or her from time to time by the Membership.