

KECA Board Officers

President: Responsible for ensuring KECA holds 2 annual meetings, the Block Party and the Halloween Party. Responsible for ensuring board and committees effectively communicate with residents via newsletters, signs and listserv. Represents members of the KECA and residents of Kensington Estates to government officials and other relevant local stakeholders (e.g. county public-private entities, developers, etc.). Serves as principal contact to receive official notices and requests from municipal and county offices to disseminate to Kensington Estates residents.

Vice President: Works closely with the President to collaborate and implement planning and coordination for annual meetings and other annual events. Represents the KECA and residents in the absence of the President. Contributes to the activities of KECA to the extent possible, especially in those aspects that require the special skills and interests of the person serving. The Vice President also works closely with the President in enlisting county or municipal experts, officers, or community leaders to speak at annual meetings regarding relevant and timely topics.

Secretary: Responsible for maintaining records of KECA activities, including minutes and agendas of meetings. Publicly presents prior meeting minutes for community record at start of KECA annual meetings. Organizes electronic files in Google Drive. Drafts and produces printed communication/updates to KECA households (newsletter 2 x's a year, flyers, etc). Forwards MoCo Planning Department notices to KECA listserv. Monitors and responds to messages sent to the KECA email.

Treasurer: Responsible for all fiscal matters, including accepting and depositing dues, recording and reimbursing expenses, and maintaining all records of financial transactions and reconciling accounts. Reports financial status at all community meetings. Advises Board of status and whether KECA has resources for initiatives.