

**PRESIDENT**

The President shall preside at all general meetings of the Association and CHRNA Board, except at any such meeting at which his/her removal from office is to be considered as provided herein. The President shall be the principal officer of the Association and shall, in general, supervise and control all business and affairs of the Association as needed and is not limited to the following:

- 1) Shall appoint up to four (4) Advisors who will serve on the CHRNA Board as liaisons between Crownwood homeowners and residents. The appointed Advisors will share ideas, concerns, and questions regarding life in Crownwood. In addition, Advisors will assist with the planning, development, and execution of meetings and events for Crownwood. This includes and is not limited to, the distribution of the Crownwood E-news, placements of meeting & event signs at the subdivision entrances, active participation in Night Out in Crownwood, fundraising, entrance clean-up, Code Compliance, and Crownwood Covenants
- 2) Review, audit, and certify the Association's financial records and general business conducted by the Treasurer on behalf of CHRNA. The process will include monthly & quarterly reports to be presented to the Board, an electronic copy of the books and bank statements to be submitted by the Treasurer. Both the President and Treasurer will have access and signatory rights to all bank accounts. The President will provide final approval for expenditures issued by the Treasurer.
- 3) Manage the CHRNA Benevolent Fund which includes serving as the Chair of the Benevolent Committee assigned to review applications for assistance and the distribution of approved expenditures. In addition, the Chair will assist the Treasurer with the implementation of fundraising directly related to this cause.
- 4) Will plan an annual CHRNA Board planning meeting to convene during the month of December for the purpose of reviewing financial records, goal setting, calendar planning and the determination of a budget for the new year.
- 5) Will develop meeting and program agendas one week in advance of scheduled gatherings and will provide each CHRNA officer and Advisors an electronic copy via email. Paper copies of the agenda/program will be provided to members who attend the event.
- 6) Will coordinate the placement of meeting announcement signs and banners at each entrance/exit to the Crownwood subdivision. Signs will be placed on the corners of Upper Serene Ridge (Near ARC), Lower Serene Ridge, Forest Ridge & Crestway, Ridge Mile & Miller Road one (1) week in advance of the scheduled event. Banners will be hung under the subdivision signs the evening before the event.
- 7) Ensures the use of sign-in sheets at all meetings for the purpose of recording member attendance. The original document will be filed with the meeting minutes by the Secretary.
- 8) Will assist the Secretary with membership record keeping and written communication.
- 9) Confirm the recording of meeting minutes at every meeting with posting minutes on the Crownwood Subdivision website within 48 hours of the conclusion of the event.
- 10) Will serve as an active member of all planning committees not limited to the following: Crimewatch, Fundraising, Beautification, Yard of the Month, Christmas Decorating Contest, and Night Out in Crownwood.
- 11) Will supervise the development, publishing, and distribution of the Crownwood E-news. (Monthly member Newsletter)
- 12) Will direct the annual election process as described in Article VII of the Association Bylaws to ensure qualified members are placed on the November ballot and that only dues paying members are allowed to vote.

**VICE PRESIDENT**

The Vice President shall preside over any meeting of the Association or the CHRNA Board in the President's absence, and shall assume the office of the President in the event of a vacancy of such office. The Vice President shall assist the President in the performance of his/her duties, at the direction of the President. In addition, the Vice President shall:

- 1) Serve as **Chair of the Crimewatch Committee** and will via the designated COP Team Leader coordinate programs relating to COP volunteers within the neighborhood as a liaison with Bexar County Sheriff.
- 2) **Communicate with the Block Ambassador Coordinator** regarding new residents' welcome packets, CHRNA activities/meetings, and the distribution of the Crownwood Examiner.
- 3) Coordinate an annual membership drive to assist in meeting the annual goal of the CHRNA Board.
- 4) Moderate and administrate activities with the webmaster to post on the CrownwoodSubdivision.com for the purpose of
  - a. open communication with all residents.
  - b. To include the provision of CHRNA announcements
  - c. and important community news.
- 5) Coordinate special projects in which the CHRNA is involved, whether on a recurring or non-recurring basis, at the direction of the CHRNA Board.
- 6) Participate in the annual election process under the direction of the President.

**SECRETARY**

- 1) Shall be responsible for recording, preparing, and distributing minutes of all CHRNA General & Board meetings.
- 2) Shall coordinate with the President & Vice-President to maintain a current roster of Association members to be electronically distributed to each Board member via email.
- 3) Is responsible for notifying Crownwood residents about General meetings and will assist in the placement of physical signs at the subdivision entrances one week in advance of general meetings.
- 4) Will assist with the preparation of general meetings.
- 5) Will file all pertinent legal documents of the Association.
- 6) Shall assist the President with the development of the Crownwood E-News for members.

## **TREASURER**

- 1) Shall be held accountable, without bond, for all funds and accounts.
- 2) Will maintain electronic books balanced monthly with the bank statement.
- 3) Will provide the President with an electronic copy of the CHRNA books bi-monthly accompanied by the "Treasurer's Report" form to be used as the report for Board & General meetings.
- 4) Will coordinate the collection of member dues with the President and Secretary for the purpose of recording the information in the membership records.
- 5) Will disburse funds and maintain receipts for expenditures with either the approval of the President or at the direction of the CHRNA Board.
- 6) Will serve as the Chair of the Fundraising Committee.
- 7) Shall be responsible for retrieving and distributing mail collected from the post office box.

## **BLOCK AMBASSADOR COORDINATOR**

Block Ambassadors play an important role in the success of CHRNA. The Coordinator will work directly with the CHRNA Board and is specifically responsible for leading a team of friendly individuals willing to reach out to their immediate neighbors and serve as a liaison for the Association with news about meetings and events. The role of the Block Ambassador Coordinator is as follows:

- 1) Recruit interested members for each street in Crownwood. This includes the submission of a written article for the Crownwood E-news featured as the Ambassador Corner.
- 2) Provide new Ambassadors with information that will guide them towards successful communication with their existing and new neighbors. To include the development of CHRNA information packets and new resident welcome gifts.
- 3) Promote clear & prompt communication through posting CHRNA signs in the front yard of each Ambassador one week in advance of General meetings and events.
- 4) Support Block Ambassadors with the provision of gifts and written information for welcome packets.
- 5) Submit monthly written expense reports for reimbursement to the Vice President for approval. Monthly report must include the date, name and address of the new neighbor who received each welcome gift and the original receipt for the cost of the gift. Gifts may be a baked item or gift. The budget limit per gift is \$5.)
- 6) Compose an article for the Crownwood Examiner that can be used to recruit or spotlight an outstanding Ambassador. These articles should be submitted to the President in WORD format.
- 7) Support the General Member Meetings through the overseeing of the refreshment table.

# Annual Plan, Budget, & Review

Members of the CHRNA Board include both elected officers & appointed advisors.

Each December the CHRNA Board convenes for the purpose of goal setting, planning a calendar of events, planning & approving fundraisers. In addition, the Board develops the budget for the for the new year.

The annual budget is to be updated and reviewed at the formal board meetings held in January, March, May, July, September, and November for the purpose of reviewing goals, analyzing progress on the annual plan, and auditing the books and its alignment with the budget.

## STANDING COMMITTEES

- ★ **Fundraising** – Chaired by the Treasurer
  - **50/50 Raffle Sales**
  - **Annual Silent Auction**
- ★ **Crimewatch** – Chaired by the Vice President
- ★ **Beautification** – Chair is appointed by the President
- ★ **Nomination**- All Board members are responsible for this committee's success