

Brookside Village Association

Office of the Vice President of the Board

All Officers/Candidates, are required to be good standing with the Association.

Check BVA email daily.

VP's will work closely with the President and other officers to familiarize themselves with the duties and responsibilities of each office.

In the absence of the President, presides over bi-monthly meeting.

Officers must read and be familiar with the BVA Policies, By-Laws and Declarations to be able to answer resident and realtor questions accurately.

When speaking on behalf of the Board/Association, **all communication must be shared with the entire board via board email only.**

The VP will assist the Secretary with distribution of New Owner Handbooks as well as bi monthly newsletters and minutes.

The President will appoint VP to be responsible for heading and working with appointed committees. This gives committees direction and adds support.

The VP will make certain the recommendations of the committee comply with HOA's governing documents prior to submission to the Board.

In August, the Vice Presidents will recruit 2 volunteers for the nominating committee. This includes contacting Owners to serve on the Board, explaining their duties. When a slate is established, the names will be published in the newsletter. The VPs will be the contact person for anyone else interested in running.

Deliver the proposed slate of Officers along with a Proxy form to all members. Keep track of proxies returned . Eventually this will be transferred to an Excel spreadsheet for record keeping.

Pick up mail at least 3 days a week at P.O. Box 9193. Distribute mail to proper officer.

A Board Member may miss two bi-monthly meetings per year.

VP elected odd years for 2 year term.