

CTPA BOARD POSITION DESCRIPTIONS

President

The president is the leader of the Association.

The president is the spokesperson for the Association and is expected to be the interface between residents and township officials.

The president must be familiar with the CTPA Bylaws, and is considered an authority on issues and procedures that are pertinent to the association.

The president is expected to see that the bylaws and covenants of the association are enforced, including the oversight of elections every two years.

The president is expected to schedule and run Association meetings.

The president is expected to oversee the various annual events such as the CTPA Fall Festival.

The president appoints Committee Chairpersons in accordance with the bylaws. The President can also appoint Block Captains and Advisors to the Board as deemed necessary.

Vice President

The vice president is likely to be the person who will fill in for the president in his/her absence and as such, it is important that the vice president is familiar with the Association's objectives, bylaws and other governing documents.

The vice president assists the president in performing the tasks necessary to run the Association.

The vice president will run meetings in absence of the president.

The vice president is often a liaison between the various committees and the Association board.

Treasurer

The treasurer is the chief financial officer of the Association and as such must understand their fiduciary duty to the association.

The treasurer collects dues, writes checks and oversees the Association bank account and associated credit/debit cards.

The treasurer is responsible for registering our organization with the proper state agency for tax-exempt status.

The treasurer is responsible for making financial reports at Association meetings, reconciling the accounts and preparing the financial statements/profit loss statement for each fiscal year to be distributed at every board meeting.

The treasurer shall reimburse members for out of pocket expenses related to CTPA business.

The treasurer shall maintain current roster of dues-paying residents.

The incumbent treasurer needs to insure that the books are audited prior to turning the records over to a new treasurer.

Secretary

The secretary is the Association record keeper.

The secretary is responsible for general correspondence, sending out meeting notices, and preparing agendas for the president.

The secretary should have at every meeting a minute book and the Association bylaws.

The secretary is responsible for recording and distributing meeting minutes.

The secretary furnishes the committees with the necessary information to perform their duties.

The secretary shall perform duties associated with elections as per the bylaws.

The secretary oversees all communications with residents including newsletters, website and Facebook.

This includes coordinating the delivery of newsletters and flyers via Block Captains.

Trustees (There are six trustee positions including the immediate past president)

A trustee shall attend board meetings.

A trustee must be a member of at least one committee.

Trustees shall volunteer to undertake some of the responsibilities for most of the CTPA annual events.