



# MIDDLEBURG CIVIC ASSOCIATION

## MCA Board Candidate Eligibility and Acceptance Form

### **OFFICERS**

The officers of the Association shall be President, Vice-President, Membership Chair, Secretary and Treasurer. A term shall consist of one year.

**PRESIDENT:** The responsibility of the President is to conduct all meetings as stated in the by-laws; prescribe and maintain order; announce all business, and shall preside as Ex-Officio of all committees except the nominating committee. The President votes only in case of a tie vote and is not authorized to introduce or amend a motion. (Ex-Officio means no vote in committee.) The President shall interview and hire or fire subcontractors as needed per executive committee. The President shall act as facilities chairperson or, in the alternative, appoint one.

**VICE-PRESIDENT:** The responsibility of the First Vice-President is to serve as the President's assistant and perform the duties of the President in the absence of the President. The First Vice-President will function as the Event Committee Chairperson, provide appropriate reports to the general meeting.

**MEMBERSHIP CHAIRPERSON:** The responsibility of the Membership Chairperson is the same as the First Vice-President in the absence of the First Vice-President. The Membership Chairperson is responsible for Community awareness, manage membership renewal, and cataloging membership applications.

**SECRETARY:** The responsibility of the Secretary is to keep minutes of meetings, read minutes, conduct all correspondence, call meeting to order in the absence of President and Vice-Presidents and preside until election of President Pro Term, Organize and send newsletters.

**TREASURER:** The responsibility of the Treasurer is to receive and bank all monies due the organization, keep adequate records of such funds and maintain Association banking accounts. The Treasurer shall abide by the following procedures:

1. All funds are to be deposited in a duly constituted Bank or Credit Union in the name of the Middleburg Civic Association, Incorporated approved by the Membership.
2. Funds received are to be deposited in proper account within three (3) business days after receipt.
3. Pay all bills when due. Send statements when necessary, gives a complete financial report, and Keeps records of current members including addresses and telephone number.
4. All monies shall be paid out by numbered checks or approved debit card. The Treasurer will be the primary signature on all checks.
5. The Treasurer shall close the books at year end, submit them for audit two (2) weeks prior to the annual meeting, Prepare and deliver form 1099.

### **No member shall be**

**considered eligible to hold an elective office, unless they were a member for two (2) months of the current year and no member can vote unless a member for 30 days or more preceding the yearly election.**



# MIDDLEBURG CIVIC ASSOCIATION

If Interested in any of the above candidate position please place a check mark near the position you would like to run for and fill out the form below. Deadline to accept nomination is 10/18/2019.

Name: \_\_\_\_\_

Business Name (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

City/Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Phone (Bus/Cell): \_\_\_\_\_

Membership Eligibility Date: \_\_\_\_\_

Signature \_\_\_\_\_



*Thank you for joining us as we move forward with improving our community.*