

POA BOD POSITION GUIDELINES

1. PRESIDENT / CHAIRMAN

Required Officers include...

President

“The President shall be the principal executive officer of the Association and, subject to the control of the Board of Directors, shall in general supervise and control all of the business and affairs of the Association. He shall, when present, preside at all meetings of the Association. He shall sign, with the Secretary, or any other proper officer of the Association thereunto authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Directors or by these Bylaws to some other officer or agent of the Association, or shall be required by law or be otherwise signed or executed; and in general he shall perform all duties incident to the office of President and such other duties as may be prescribed by the Board of Directors from time to time.”

More specifically, the President will work with the...

1. Vice President to help ensure all committees, whether standing or ad hoc, provide timely, efficient and effective service to Members by supporting the Board with social events that may be recreational and or educational, such, but not limited to, pot luck dinners; dining outs, museum tours; sporting events; welcoming visits; shopping trips; game days; volksmarches; and expressing the condolences of all Association Members when appropriate.

2. The Secretary ensuring a timely and Board wide agenda is established for all meetings and in ensuring thorough minutes are completed and provided to all Members, and that all meetings are scheduled appropriately.

Vice President

“In the absence of the President or in the event of his death, inability or refusal to act, the Vice President unless otherwise determined by the Board of Directors, shall perform the duties of the president, and when so acting shall have all the powers of and be subject to all restrictions upon the President. The Vice President may sign with the secretary corporate documents; and shall perform such other duties as from time to time may be assigned to him by the President or Board of Directors.”

The VP will also support the Board by....

1. Providing guidance and coordination to / with all Committees established by the Board or its Bylaws.

Secretary.

“The Secretary shall:

- A. Take notes on the meetings of the Members, or the Board of Directors and of all executive committees and write and issue minutes promptly thereafter keeping them in one or more books provided for that purpose.
- B. See that all notices are duly given in accordance with the provisions of these Bylaws or as required by law.
- C. Be custodian of the records and the seal of the Association and see that the seal of the Association is affixed to all documents, the execution of which on behalf of the Association under its seal, is duly authorized.
- D. Keep a register of the Post Office address of each Member which shall be furnished to the Secretary by such Member.
- E. Sign with the President, or Vice President, corporate documents.
- F. Keep or cause to be kept in the State of North Carolina at the Association’s registered office or principal place of business a record of the Association’s Members, giving the names and addresses of all Members, and prepare or cause to be prepared voting lists prior to each meeting of Members as required by law.
- G. Act as a consultant to the Architectural and other committees as necessary in respect to documentation, enforcement of standards and protocol of that Committee.
- H. In general perform all duties as from time to time may be assigned to him by the President or by the Board of Directors.”

In addition to the duties outlined above, the Secretary will....

1. Provide Association Members with copies of minutes or other Board documents as requested.

Treasurer

“The Treasurer shall:

- A. Have charge and custody of and be responsible for all funds and securities of the Association; receive and give receipts for money due and payable to the Association and deposit all such monies in depositories as shall be selected in accordance with the provisions of Article IX, Section 3, of these Bylaws.
- B. Prepare, or cause to be prepared, a true statement of the Association’s assets and liabilities as of the close of each fiscal year, all in reasonable detail, which statement shall be made and filed at the Association’s registered office or principal place of business in the State of NC within four (4) months after the end of such fiscal year and thereat kept available for a period of at least ten (10) years.

C. No later than two months before the start of a new year, furnish a yearly budget for approval by the Board. This budget shall include estimated income, expenditures and reserves.

D. In general perform all duties as from time to time may be assigned to him by the President or the Board of Directors or by these Bylaws.”

CTA Representative

A. A CTA Representative appointed by the Board to serve as Golf North’s Representative on the Board of Directors of CTA shall be a member of the Golf North Board of Directors. There is no limitation on the number of terms that the Golf North CTA Representative may serve.

B. The CTA Representative shall discuss, act and vote on all motions, resolutions and other matters as may come before the CTA Board of Directors.

C. The CTA Representative shall report to the Board on all significant CTA activities, and when appropriate, recommend courses of action to the Board in connection with those activities.

D. In votes and discussions with CTA Board of Directors, the Golf North Representative shall be guided by the consensus of the Board and its Bylaws.