

LAKES REGION MOBILE HOME VILLAGE

Summer 2013



Volume 3 Edition 7

▶▶ OPENINGS - LRMHV BOARD OF DIRECTORS ◀◀

▶▶ Elections at ANNUAL MEETING - September 21, 2013 at 9 AM ◀◀ VICE PRESIDENT TREASURER

This year two (2) Board positions - Vice President, and the Treasurer, are open for election. There are NO incumbents. Your Co-op needs you to serve! Specific experience is NOT necessary - everyone pitches in, and we have excellent advisors in ROC-NH, and with our accountants, banks, etc.

Below are summaries of the positions. PLEASE CONSIDER VOLUNTEERING FOR THOSE POSITIONS.

Vice President

Responsible for the general administration of the guidelines established by the Board and the Membership.

Acts as one of the signing directors for the Co-op on legal documents, contracts and check disbursements.

Represents the Co-op to members, vendors, and the community-at large.

Assists the President with special projects, performs delegated duties, and chairs one or two committees [currently the Rules/Bylaws committee].

With the Board of Directors, the Vice President helps identify and prioritize the Co-op's most urgent needs and work to ensure those needs are met.

NO EXPERIENCE NECESSARY.

Computer and email helpful, but NOT required.

Incumbent VP chaired the Bylaws and Rules Committee. He also began the refinance process; and coordinated our Insurance renewals. He also assisted with several Operations projects, such as road signage, flushing water, and helped build the generator's housing and the bulletin boards over the mailboxes.

Treasurer

Responsible for the administration of the financial guidelines established by the Board and the Membership.

Acts as one of the signing directors for the Co-op on legal documents, contracts and check disbursements.

Oversees the work of our accountant, June Barber, reviews all reports and provides same to the Board and Membership.

Communicates regularly with the accountant for needed check disbursements and other documents [including some contracts]; picks up readied checks.

Chairs the Finance Committee, which primarily prepares the Annual Budget and Capital Improvement Plan [CIP]. Presents Annual Budget and Report at Annual Meeting

Assists with annual auditors report as needed.

Responsible for final submission of the State of NH Annual Report [prepared by our accountant].

NO EXPERIENCE NECESSARY.

Computer and email helpful, but NOT required.

MS Excel worksheet experience helpful.

June Barber is an excellent asset to our financial management and makes this position less daunting than it appears!