

RE: Open Position - Savannahs Homeowners Association Board of Directors

Situation: One position remains open on the 2020 SHOA BOD

- At the Nov. 2, 2019 HOA BOD Election Meeting only one person - Jay Brent - announced their desire to fill one of the two vacated positions from the out-going BOD members.
- The 2020 BOD is Bruce Brownfield/President, Cathy Madigan/Vice President & Acting Secretary, Art Spurrell/Treasurer, and Jay Brent/Director.
- It is the goal of the BOD to select a candidate and fill the open position, no later than February 1, 2020.

Process to Select a Candidate:

- An announcement will be sent via Savannahs Communications and discussed at any HOA meetings to 1) inform homeowners of the vacant position, 2) outline the steps through which they could become candidates, and 3) communicate a basic “position description, responsibilities, and skills required”.
- A date, TBD, for persons to present themselves to the BOD and homeowners for consideration.

HOA Board of Director Position Description, Responsibilities, and Skills:

- Accepts responsibility of one of five positions of the Board. (There may be a rearrangement of assigned positions based on personal skills).
- Acts as a “liaison” member of one or more HOA Committees, to assist or coordinate activities within the greater HOA.
- Dedicates appropriate time to attend monthly BOD and assigned Committee meetings, and maintains high level of communication within the BOD and Community. In 2020 the time required for BOD responsibilities is estimated at 20 - 30 hours per week, due to the current level of organizational activities.
- Conveys appropriate discretion and the professional abilities to handle business matters, conflicts, and internal business matters.
- Displays a commitment to a continuous process of improvement for the BOD.
- Has business experience involving planning, management, and financial activities.
- Requires a person that is self motivated, task driven, detailed and results oriented.
- Displays a strong team partner attitude and team building skills.
- Visualizes themselves working to maintain and/or improve a particular segment of the HOA business.
- Exhibits good oral and written communication skills.
- Has competency with WORD, Excel, and PowerPoint systems.
- Completes other tasks as assigned