



PBCA Board of Directors

Board Member Letter of Interest

JANUARY 1, 2012

Palmetto Beach Community Association (PBCA)

Contact:

President:

Jennifer Willman

(813) 545-9616

willmanjen@hotmail.com

Visit us Online:

www.PalmettoBeach.org

PBCA strives to:

- ☀ Ensure the safety of all residents.
- ☀ Be a voice for Palmetto Beach in the wider City of Tampa, Hillsborough County, and Tampa Bay area.
- ☀ Promote civic pride, economic growth, and environmental integrity.
- ☀ Preserve the unique history and rich culture of the neighborhood.

PBCA is committed to building connections throughout the community, fostering neighborhood pride, and improving the overall quality of life for all residents. By protecting the natural beauty of the neighborhood, preserving its unique history, and promoting responsible economic opportunities that will light the way for the future, the PBCA hopes to ensure the vitality of the Palmetto Beach neighborhood.

We appreciate your interest in serving PBCA. Thank you!!

The PBCA Board of Directors is now seeking letters of interest to serve as President, Vice President, Treasurer, Secretary, and Director At-Large. These are 2-year terms from January 2012 to December 2013. No candidates were on the ballot in November 2011, although these positions were up for election. According to the Bylaws, the current Board members continue to serve until they resign. New Board members may be appointed by those remaining on the Board. Board meetings are usually held the 1st Tuesday of each month at 6:45 p.m. General Member meetings are held the 3rd Tuesday of each month, or as needed, at 6:45 p.m. Everyone on the Board must be a resident and PBCA member paid for 2012. Additional information is on page 2. Please return this form to the current President Jennifer Willman.

Name

Address

Phone

E-mail

Please circle one:

Do you Rent or Own your residence in Palmetto Beach?

How long have you lived in Palmetto Beach? _____

Which office(s) would you like to hold? _____

What is your interest in serving on the Board of Directors?

Please provide any information about yourself you think is applicable.



PBCA Board of Directors

Board Member Letter of Interest

JANUARY 1, 2012

Page 2

DUTIES OF OFFICERS AND DIRECTORS – FROM THE PBCA BY-LAWS

The Officers of the Association shall be elected at the annual membership meeting to serve in office during the following calendar year for two (2) years. The Officers will include a President, Vice-President, a Secretary, and a Treasurer.

Officers and Directors are permitted a maximum of 4 absences per year. The Board of Directors will govern itself as a whole in matters of absences. If the Board votes there is a problem with a member's absences they may hold a special meeting to decide the outcome.

The Board of Directors shall consist of three (3) Directors, in addition to the four (4) officers. To ensure some continuity these three (3) Directors shall be elected in a staggered fashion (two on even years and one on odd years), each to serve on the Board for a two-year period.

A minimum of five (5) Board members must be property owners. Two (2) Board members may be renters, but not necessarily.

If any vacancy occurs for any reason among the Board of Directors, the unexpired term of such vacancy shall be filled by a majority vote of the Board of Directors.

PRESIDENT

The president serves as spokesman for the Board of Directors in most matters relating to general association business. Like all officers of the association, the President has an affirmative duty to carry out the responsibilities of the office in the best interests of the association. Unless otherwise specified in governing documents, the president serves at the will of the board of directors and can be removed with just cause at any time by a unanimous vote of the other Board members.

VICE-PRESIDENT

In the absence of the President, the Vice-President shall perform the presidents' duties. In the absence of both of these Officers, the Treasurer shall preside and assume the duties of President. The vice President shall also actively assist the President in the guidance and coordination of committee activities.

TREASURER

The Treasurer shall collect and have charge of all receipts and monies of the Association, deposit them in the name of the Association in a bank approved by the Board of Directors, and disburse funds as ordered or authorized by the Board. He/she shall keep regular accounts of his/her receipts and disbursements, and submit an itemized statement at each membership meeting. The signature of the Treasurer and either the President or Vice-President shall be required on checks issued by the Association. The Treasurer shall also develop an annual budget with the Board of Directors, identify new expenditures, and call for vote prior to disbursement of funds.

SECRETARY

The Secretary shall keep the minutes of all meetings of the Association and of the Board of Directors, and shall submit these for approval at the subsequent such meeting. The Secretary shall oversee the distribution of notices for all meetings of the Association and Board, and shall perform such other duties as may be required by the President or the Board. The Secretary shall also maintain accurate membership records, maintain a record of all members and guests at meetings, and distribute correspondence.

DIRECTORS

Directors shall serve on at least one (1) committee, and actively participate in the PBCA.