

Invest Your Time – Reap The Rewards!

**Board of Directors**: This is the officially elected group of leaders for Shepherd Forest. The board meets once a month to discuss neighborhood issues and to ensure that committees have the resources they need to put on their programs. Elections take place at the September general meeting. Officers serve a one year term, and board members serve a two-year term.

**President**

* Chairs board meetings and sets the strategic direction of the Civic Club
* Must have previously served on the Board of Directors at some point
* Attend monthly Board of Directors and General Meetings

**Vice President**

* Chairs meetings when the president is not available
* Coordinates with committee chairs
* Attend monthly Board of Directors and General Meetings

**Secretary**

* Records discussions/decisions made at General and Board of Directors Meetings
* Generates correspondence pertaining to Civic Club actions and activities
* Attend monthly Board of Directors and General Meetings

**Treasurer**

* Manages finances of the Civic Club
* Collects dues and drives membership growth
* Attend monthly Board of Directors and General Meetings

**Board Member**

* Provides input and votes on key Civic Club decisions
* Helps with various initiatives as appropriate
* Attend monthly Board of Directors and General Meetings

For more information, please contact Patricia Williams at paw@earthlink.net