

3 THINGS EVERY MEMBER SHOULD KNOW ABOUT THE ELM GROVE BUSINESS ASSOCIATION ELECTIONS

#1. Every active, paid up member, may vote in the election.

This means you will be getting a ballot and we are asking you to vote.

#2. Every active, paid up member, may run for an open seat on the board of directors.

Currently, we are looking for candidates to run for the 4 open board positions. You can nominate yourself or you can nominate another member, this can be done by contacting Christina Netzow-Maas,

U.S. Mail:	Elm Grove Business Association; P.O. Box 5242, Elm Grove, WI 53122
Email:	Christina.netzow-maas@a
Phone:	262-796-4202
FAX:	262-796-4210

#3. The board of directors meet once a month for about 1 ½ hours.

The board of directors votes on who the President, Vice President, Treasurer and Secretary are, further descriptions of these offices are listed below. The board also makes decisions on all aspects of the association, Whether it's the association's current yearly activities such as the Memorial Day Parade Activities, the Calendar for the residents, the Holiday Open House, the Spring Lunch-in, the Summer Picnic, new events, new ideas or other events, the board of directors is your conduit to the other members and the village.

OFFICE POSITION DESCRIPTIONS

- President-** Presides over all membership events and Board of Director meetings.
Represents the association at appropriate community events and governmental meetings.
Oversees and delegates tasks to other Officers, Board of Director members and chairpersons of Elm Grove Business Association events/functions.
Initial sounding board for new ideas.
Attends monthly Board of Director meetings and monthly association events.
Remains on Board of Directors after terms to ensure continuity & efficiency of operation.
- Vice president-** Acts on behalf of the President when requested or when the President is unavailable.
Assists the president on an as needed basis.
Attends monthly Board of Director meetings and monthly association events.
- Secretary-** Takes minutes for all Board of Directors meetings and submits the meeting minutes to the Directors in a timely manner.
Handles all correspondence as needed or delegates.
Attends monthly board meetings and monthly association events.
- Treasure-** Accounts for all receipts and disbursements of association funds in monthly report to Board of Directors.
Manages payment of all bills and deposit of all receipts
Monitor membership list and payment of dues.
Attends monthly board meetings and monthly association events.