

Glen Ellen Forum Leadership Positions

Nomination of individuals to serve in the following leadership positions for the year beginning April 2019 is now open. Anyone who lives, works, owns property, or owns a business within the boundaries of the community of Glen Ellen, as defined by US Postal Zip Code 95442, may nominate or be nominated to serve. Individuals may nominate themselves. Nominees will be asked to confirm their nomination by submitting a short description of why they want to be on the board or Steering Committee and a list of any relevant qualifications or skills. The current Board of Directors will vote to select an individual for each position at the upcoming annual Board meeting on April 13.

Nominations may be made on the attached ballot. Please return completed ballots to Jim Shere, the current Board Secretary, at the March or April monthly Forum meeting, scan and email them to Forum@GlenEllen.org, or mail them to: The Glen Ellen Forum PO Box 490 Glen Ellen, CA 95442

Board of Directors

The Board of Directors manages the business, activities, and operations of the Glen Ellen Forum. In order to establish continuity, half of the membership of the Board is to be replaced each year at the annual Board meeting in April. Because all of the Board positions are open for election this first year, half of those elected will serve a one-year term.

President, Board of Directors:

The President is the general manager and chief executive officer of the Forum and, subject to the control of the Board, is responsible for the general supervision, direction, and control of the business of the Forum. The President presides at all meetings of the Board.

Vice President, Board of Directors:

The Vice President will perform the duties of the President in the event that the President resigns, is removed from office, or is in any way unable to perform his or her duties. The Vice President may agree to take on special projects from time to time at the request of the Board.

Secretary, Board of Directors:

The Secretary will record, publish, and keep minutes of all meetings of the Board of Directors. The Secretary will also keep updated copies of the Bylaws, Manual of Policies and Procedures, and any other relevant documentation. The Secretary will also coordinate production of the Forum's annual report. The Secretary, in coordination with the Treasurer, is responsible for ensuring that any reporting required to retain the Forum's non-profit status is completed.

Treasurer, Board of Directors:

The Treasurer will facilitate the books and accounts for the Forum, and will deposit and distribute Forum funds as needed and approved. The Treasurer, in coordination with the Secretary, is responsible for ensuring that any reporting required to retain the Forum's non-profit status including any tax filings is completed.

Steering Committee

The Steering Committee is responsible for the day-to-day operations of the Forum, and facilitation of the monthly General Public Meetings, under the authority of the Board of Directors. The Steering Committee consists of a Chair, Vice Chair, Secretary, Communications Chair, and Representatives of all operating committees within the Glen Ellen Forum.

Chair, Steering Committee

The Chair facilitates preparation of the agenda for General Public Meetings, and presides over all Steering Committee and General Public Meetings.

Vice Chair, Steering Committee

The Vice Chair facilitates preparation of the agenda for General Public Meetings, and presides over all Steering Committee and General Public Meetings in the absence of or as delegated by the Chair.

Secretary, Steering Committee

The Secretary maintains minutes for all Steering Committee and General Public Forum Meetings, as a record of the discussions and decisions that take place.

Communications Chair, Steering Committee

The Communications Chair maintains the record of those who participate in Forum activities. With the assistance of the Communications Team, the Communications Chair coordinates publication of announcements and activities of the Forum in print and on social media, including press releases and administration of the Glen Ellen Forum website, Forum@Glenellen.org email, our Facebook Page, Next Door announcements, and any other electronic media.

Communications Team, Steering Committee (2 positions)

The Communications Team assists the Communications Chair with maintenance and administration of Forum Communications.

Standing and Ad-hoc Committee Chairs

Each of the operating committees of the Glen Ellen Forum will have a Chair, optional co-Chair, and other positions as needed by the committee, including a Representative to the Steering Committee. These roles are elected within the membership of each committee.

Your Name and email or phone number:

Nominations 2019

President, Board of Directors _____

Vice President, Board of Directors _____

Secretary, Board of Directors _____

Treasurer, Board of Directors _____

Member at Large, Board of Directors _____

Member at Large, Board of Directors _____

Member at Large, Board of Directors _____

Member at Large, Board of Directors _____

Member at Large, Board of Directors _____

Member at Large, Board of Directors _____

Member at Large, Board of Directors _____

Chair, Steering Committee _____

Vice Chair, Steering Committee _____

Secretary, Steering Committee _____

Communications Chair, Steering Committee _____

Communications Team, Steering Committee _____

Communications Team, Steering Committee _____