

South Patrick Residents Association

Area Director – Position Description

The Area Director represents one of the six (6) geographical areas within the South Patrick Residents Association (SPRA). The Area Director is an elected position and each is a member of the Board. Each one acts as a liaison from their assigned area to the Board and membership. Their contact information is published in the *Shore News* and on the website at www.spranews.com

Authority: Bylaws, Article II, Section 3

- Elected by the membership at the Annual meeting.
- Reports to the President.
- Serves a one (1) year term and may be re-elected.
(The Fiscal year is January 1 to December 31)
- In case of a vacancy, the President will appoint a new area director.

Duties:

1. Regularly attends SPRA meetings. If unable to attend should notify the President.
2. Survey appointed area for code violations or unlawful activities and checks entrance ways and medians for maintenance. Makes regular reports about activities and/or needs within the area at scheduled meetings. The report may be oral or written.
3. Serves as the contact source for residents within their geographical area.
4. Appoints any committees needed for special projects or maintenance within area.
5. Required to get approved from the Board prior to any expenditure or obligations for repairs, maintenance, or new purchases.
6. Required to provide receipt to the Treasurer for any reimbursement for approved expenditure.
7. Encouraged to attend County Commission meetings, when the SPRA area is involved and report back to the Board.
8. Selects the Yard of the Month (YOM) by the 10th of the month prior to the *Shore News* publication date and reports the selection to the *Shore News* editor. A photo of the yard should be provided. **(YOM is optional)**
9. Secures permission to place the YOM sign in home owner's yard, placing and removing the sign in a timely manner. **(YOM is optional)**