

SPRA

Area Director Position Description

The Area Director represents one of the six (6) geographical areas within South Patrick Residents Association (SPRA) and is the liaison for the area to the membership and board. Their name and contact information is published in the Shore News.

Authority: Bylaws, Article II, Section 3

- (1) Elected by the membership at the annual meeting
- (2) Reports to the President
- (3) Serves a one (1) year term and may be re-elected.
- (4) In case of a vacancy, the president will appoint a new director.

Duties:

- (1) Attend SPRA meetings regularly. If unable to attend must notify the President.
- (2) Serves as a liaison and between the geographical area and the Board and membership
- (3) Selects the Yard of the Month by the 10th of the month and reports the selection to the Shore News editor. A picture of the yard should be provided.
- (4) Secures permission to place the Yard of the Month sign in home owners yard and places and removes sign promptly.
- (5) Regularly surveys the area for code violations and checks entrance ways and medians for maintenance.
- (6) Appoints any committees needed for special projects or maintenance.
- (7) Makes a report at board and membership meetings about the activities and/or needs within area. The report may be oral or written. If a report is oral, a summary should be provided to the Secretary.
- (8) May attend County Commission meetings when concern their area are involved.
- (9) Required to get approved from the Executive Board prior to any obligation for repairs, etc.
- (10) Required to get approval from the Executive Board for any expenditures and provide a receipt to the Treasurer.