

Open JHA Positions— September 8, 2021 Election

[Member-at-Large](#)

[Technology Manager](#)

[Corresponding Secretary](#)

Member-at-Large (3 openings)

Description:

The Member-at-Large is an elected member of the Jones Hill Association (“JHA” or “Association”) Board of Directors who does not have any specific duties other than those assigned by the JHA President. The Member-at-Large is a full voting member of the Board of Directors.

JHA Member-at-Large positions are not designated in any way. These positions serve to add additional expertise, perspective, and resources to advance the work of the all-volunteer JHA Executive Board.

Responsibilities:

- Attend monthly meetings of the Board of Directors (1st Wednesday of the month) and the Jones Hill Association (2nd Wednesday of the month) between September and June. Other meetings may be scheduled by the President as needed.
- Complete all duties assigned by the JHA President. Duties may include serving on JHA committees or representing the JHA at city agency, community, or other meetings/events.
- Submit reports, as requested, to the JHA Board of Directors and the Association of all activities being completed on behalf of the Association in a timely manner.
- Assist with compiling the Jones Hill Association year-end report.
- Represent and advance the goals and interests of the JHA Association.
- Follow all JHA policies and procedures.
- Actively contribute to a positive volunteer experience.

Requirements:

- Current JHA voting membership.
- Effective communication skills.

Technology Manager

Description:

The Technology Manager is an elected member of the Jones Hill Association (“JHA” or “Association”) Board of Directors who shall manage and maintain the official JHA website and JHA social media accounts, email accounts, and any other electronic/digital accounts being used for JHA business. The Technology Manager will ensure the security of all JHA electronic and digital accounts. The Technology Manager is a full voting member of the Board of Directors.

Responsibilities:

- Manage and maintain the official JHA website and JHA social media accounts, email accounts, and any other electronic/digital accounts being used for JHA business.
- Ensure the security of all JHA electronic and digital accounts.
- Attend monthly meetings of the Board of Directors (1st Wednesday of the month) and the Jones Hill Association (2nd Wednesday of the month) between September and June. Other meetings may be scheduled by the President as needed.
- Complete all duties assigned by the JHA President.
- Submit reports, as requested, to the JHA Board of Directors and the Association of all activities being completed on behalf of the Association in a timely manner.
- Assist with compiling the Jones Hill Association year-end report.
- Represent and advance the goals and interests of the JHA Association.
- Follow all JHA policies and procedures.
- Actively contribute to a positive volunteer experience.

Requirements:

- Current JHA voting membership.
- Effective communication skills.

Corresponding Secretary

Description:

The Corresponding Secretary is an elected member of the Jones Hill Association (“JHA” or “Association”) Board of Directors who shall be responsible for generating and distributing any official JHA correspondence including email, letters, statements, applications, and other such written documents as directed by the Board of Directors. The Corresponding Secretary is a full voting member of the Board of Directors.

Responsibilities:

- Generate and distribute any official JHA correspondence including email, letters, statements, applications, and other such written documents.
- Attend monthly meetings of the Board of Directors (1st Wednesday of the month) and the Jones Hill Association (2nd Wednesday of the month) between September and June. Other meetings may be scheduled by the President as needed.
- Complete all duties assigned by the JHA President.
- Submit reports, as requested, to the JHA Board of Directors and the Association of all activities being completed on behalf of the Association in a timely manner.
- Compile the Jones Hill Association year-end report.
- Represent and advance the goals and interests of the JHA Association.
- Follow all JHA policies and procedures.
- Actively contribute to a positive volunteer experience.

Requirements:

- Current JHA voting membership.
- Effective communication skills.