



**Penn Branch Citizens Civic Association (PBCCA)
2020 – 2022 Officer Nomination Form**

(Deadline for submission: September 26th, 2020)

The Penn Branch Citizens Civic Association (PBCCA) is currently recruiting for a slate of candidates best qualified to serve on the PBCCA Executive Committee. Please see the position descriptions on the following page. The information you provide below and attached will be used by the PBCCA Nominations Committee to select a slate of candidates best qualified to serve on the PBCCA Executive Committee. Selected candidates will be on the **November** ballot for election by PBCCA's membership.

Candidate Information (you may nominate yourself or another member)

Name _____

Home Address _____

Daytime Phone Number _____ Evening Phone Number _____

E-mail _____

Preferred method to contact: Via Telephone Via Email

Nominated Position _____

Submitted by: Self Nomination Name: _____

Please check any of the following skills or experience that the candidate possesses.

- | | |
|--|---|
| <input type="checkbox"/> Finance or accounting | <input type="checkbox"/> Management or administration |
| <input type="checkbox"/> Legal | <input type="checkbox"/> Nonprofit, cooperative or mutual |
| <input type="checkbox"/> Marketing or communications | <input type="checkbox"/> Healthcare or provide |

Other: _____

Affiliations, organizations or Boards of Directors the candidate belongs to (e.g., membership, professional, civic).

Penn Branch Citizens Civic Association Officer Descriptions¹

- a. The **PRESIDENT** shall call and preside over meetings of PBCCA members and the Board, appoint and remove chairs and members of all committees; appoint representatives to other organizations; act as chief executive officer of PBCCA; manage its affairs; and execute contracts for PBCCA as authorized by the Board.
- b. The **FIRST VICE PRESIDENT** shall work with the President and the Second Vice President in performing the duties and exercising the powers of the President and shall exercise the duties and powers of the President in the President's absence or during any period of the President's disability or removal from office.
- c. The **SECOND VICE PRESIDENT** shall work with the President and the First Vice President in performing the duties and exercising the powers of the President and shall exercise the duties and powers of the President in the absence of the President and the First Vice President or during any period of the disability or removal from office of the First Vice President.
- d. The **SECRETARY** shall be responsible for recording the proceedings of membership meetings and the meetings of the Board. The Secretary shall provide written minutes of Board meetings, shall maintain all permanent records, and perform such other duties as the President may prescribe. Minutes from Board meetings and the Voting Member meetings shall be available to members within thirty (30) days following the meeting date.
- e. The **COMMUNICATIONS DIRECTOR** shall be the focal point and responsible for all written communications to parties or entities outside of the Board, including without limitation City Council representatives, government officials, guest speakers, media, social media, local businesses, etc. The Communications Director shall also be responsible for collecting any PBCCA mail from the local U.S. Post Office Box or from courier/delivery services and distributing it to the appropriate Board member. The Communications Director shall also perform other duties as the President may prescribe.
- f. The **TREASURER** shall be responsible for the receipt, custody, and disbursement of all PBCCA funds. The Treasurer shall keep all necessary accounts, make a financial report at each meeting of the general membership and of the Board, and present a written annual report and financial statement to the membership each calendar year. The Treasurer shall have the authority to draw checks in the name of PBCCA as authorized by the budget.
- g. The **PARLIAMENTARIAN** shall be responsible for ensuring PBCCA Board and Voting Member meetings are conducted using *Robert's Rules of Order*.

¹ These positions become effective once the membership votes and accepts the revised Bylaws.

Candidate Statement

Please tell us why the candidate (or you) would be a valuable member of the PBCCA Board of Directors. Include ways that the candidate (or you) can help strengthen the neighborhood and what assets the candidate (or you) will bring to the Board. Please limit your candidate statement to 150-250 words. *(You can post below or attach a separate page).*

Brief Bio (include a head shot):

Candidate's Signature: _____

Date: _____

Thank you for your nomination!

Please return the nomination form by **September 26, 2020** to Elson Nash (or one of your Block Captains). You can email it to elsonb13@gmail.com or mail it to: Penn Branch Citizens Civic Association, Attn: Elson Nash, P.O. Box 6730, Washington, DC 20020. Lastly, if you have any problems sending the information, please call 240-350-5970 to arrange for Elson to pick it up.