



## Declaration of Candidacy for Secretary/Treasurer MBA Board of Directors

I, \_\_\_\_\_ of \_\_\_\_\_ do hereby express my desire to run for election to the 2022 Metropolitan Builders Association's Board of Directors (Board) as Secretary-Treasurer. In declaring my interest, I understand that the following are the responsibilities and expectations should I be elected to serve and I pledge to fulfill my obligations to the best of my ability.

The MBA Board of Directors is the policy-making body of the association and is responsible for the business affairs of the Corporation.

### Responsibilities:

- The office of the Secretary/Treasurer is a one-year term. In successive years, it is expected that service would continue through the offices of President-Elect, and President for a total service of three (3) years as a voting officer of the association. Following the year as President, your service would continue for an additional year as an advisory, non-voting member of the Board of Directors in the Immediate Past President role.
- Prepare the draft minutes for the Board of Directors.
- Be responsible to the MBA for an accounting of all monies collected and disbursed by the Association and render a monthly and annual statement to the Board of Directors and an annual statement to the membership.
- Represent the membership of the association and the greater good of the MBA rather than personal benefit.
- Understand issues facing the organization seeking information in order to make informed decisions
- Fulfill fiduciary responsibility to the membership including review of monthly financial statement, approving the operating and capital budgets and ensuring proper use of association assets.
- Ensure legal compliance with the bylaws of the association and the laws that govern the state
- Establish short and long-term range goals within the context of the strategic plan of the association
- Establish the policies that govern the association
- Develop relationships with elected officials and decision makers
- Support Pro-Housing candidates through political contributions
- Support MBA by attending a majority of association networking events

### Attendance and Participation Expectations:

- The Board of Directors will set its meeting schedule at its December meeting for the following year. Generally, the Board of Directors meets on the second Wednesday of most months over the lunch hour. These meetings are held at the MBA Headquarters.
- As a member of the Board and Executive Committee, attendance is expected and part of your legal responsibility to the association. There are 3 excused absences for sound reasons. Absence from 3 regular meetings shall be construed as a resignation to be accepted on a majority vote of all directors.
- To be eligible to vote, you must have been present at a minimum of one of the previous two Board meetings.
- Members of the Board of Directors should also be active in at least one MBA committee. The input from committee members is greatly valued in the decision-making process.

**As final acceptance of this opportunity, send a brief (no more than 150 words) statement about yourself along with a picture, no later than noon on Friday, September 24, 2021, to Kathy Raab (kathy@mbaonline.org). This will be used for the election ballot.**

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(Signature)

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(Date)

By signing this Declaration of Candidacy, you are agreeing to abide by the MBA Bylaws and understand the responsibilities and expectations outlined above.