

### **Responsibilities of a Board Member:**

The primary responsibility of a Board Member is that of an advocate. The following is a list of responsibilities:

- ❖ Oversee the village budget
- ❖ Hires and evaluates the Village Manager
- ❖ Appoints standing and ad hoc committees and oversees their effectiveness
- ❖ Attends one board meeting per month on the second Wednesday at 7:00 p.m.
- ❖ Develops testimony to be presented
- ❖ Presents testimony to government agencies, i.e., HC Council, Columbia Council, Columbia Association, and state legislators (when needed)
- ❖ Negotiates and complies with management contract between the village and Columbia Association
- ❖ Offers programs and services which help unite the community

Nomination Petitions are available starting Friday, February 24, 2023 at Linden Hall during business hours. Petitions must be returned by Tuesday, March 21, 2023 by noon.

Candidate's statements are due by Friday, March 24, 2023 by noon. Statements are to be not more than 150 words and are returned to Linden Hall.

Absentee Ballots will be available to our residents during our scheduled office hours between these dates: Friday, March 31 – Thursday, April 20. Member must bring identification showing property address. Member will place Ballot in Voting Box.

Absentee Ballots may be requested by mail, name and address will be required. "Mail-in" Absentee Ballot submission may be mailed or inserted into our locked exterior mailbox located at our parking lot entrance door. Ballots received by mail or returned to our exterior mailbox will be placed in the voter box. Information about our election and the candidates will be in our newsletter and on our website.