

Responsibilities of Columbia Council/Board Member:

- ❖ Be informed regarding the mission, policies, and programs of the Columbia Association (CA)
- ❖ Formulate CA policies and follow CA Board/Council conflict of interest and confidentiality policies
- ❖ Carry out fiduciary responsibilities for CA Board, including oversight and approval of CA budget and review of CA financial statements
- ❖ Regularly attend Board and Council meetings on the second and fourth Thursdays of each month
- ❖ Serve on the CA Board/Council/Advisory Committees and regularly attend committee meetings
- ❖ Take responsibility for follow through on assignments arising from meetings
- ❖ Review agenda, supporting materials, and prior meeting minutes before CA Board, Council and committee meetings, and prepare for meetings
- ❖ Attend special events and functions of CA Board, Council, and Villages as well as community wide CA events
- ❖ Present reports of CA Board/Council actions at respective Village Board meetings
- ❖ Work with CA's President to establish performance objectives. Evaluate performance of CA's President, while providing the necessary support for the President to further CA's goals
- ❖ Communicate with residents: articulate CA's goals, accomplishments, programs, and policies and obtain input from residents

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.