HCC General Board Open Elections

The HCC welcomes nominations for the General Board and Executive Committee. The HCC allows up to thirteen (13) General Board Members and four (4) Executive Officers. We strive to include diverse representation with varying age groups, demographics, professional backgrounds, and skill sets. To be eligible to serve on the HCC Board of Directors nominees must be dues-paying members and over the age of 18.

Open Position Summaries (not inclusive of all responsibilities):

President, Executive Officer

- Presides over all Board, General Membership, and Executive Committee meetings
- Signs contracts and agreements on behalf of the Council after Board approval
- Serves as the principal public spokesperson
- Acts as liaison between the officers, the directors, and committee chairs
- Appoints committee chairs with Board approval, and may create ad hoc committees with Board approval
- In some cases, co-signs, with the Treasurer, financial payments

Vice President, Executive Officer

- Assists the President with the duties of that office
- Takes on the President's responsibilities when the President is temporarily unable to serve
- Maintains the membership database and monitors dues together with the Treasurer
- Keeps attendance records at Membership meetings
- Decides questions of voting eligibility, in consultation with the Treasurer

Secretary, Executive Officer

- Keeps minutes of all meetings
- Distributes approved minutes to the Membership and the Board
- Maintains the files of official documents, financial reports, meeting minutes and summaries, Treasurer's reports, and other records the Board designates.
- Keeps records of Board actions taken without a meeting (such as electronic votes)

Treasurer, Executive Officer

- Keeps accurate financial records of all Council funds and presents financial reports to the Board
- Develops and follows procedures for check requests, expenditure approvals, and reimbursements
- Deposits all money received and pays all bills/invoices on time
- Maintains the Council's insurance policies
- Oversees year-end financial reports and state and federal tax filings.
- Monitors membership dues and advises on voting eligibility together with the Vice President.

General Board Member

- Must be a Member in good standing and over 18 at the time of election
- Votes on Board business: a majority of directors present at a meeting with a quorum makes a Board decision, and votes can also be taken electronically
- Approves the annual budget, committee work plans and budgets, committee chair appointments, reimbursements, and spending from the reserve fund
- Can amend the bylaws by a two-thirds vote of the Board
- Is eligible to chair HCC committees