

**Being an SDA Board Member
FAQ
August 2024**

Below you will find the official FAQ answers about being an SDA Executive Board Member. But before you read those, let's look at a summary.

Being a member of the Executive Board in any capacity is a great way to give back to your neighborhood. Each member of the Board brings a different set of experiences, skills, and knowledge to the table which allows for new ideas, great discussions, and solid decision making.

Although the roles are described below, it is important to know that we all help each other get things done and we do not work in silos. Having different people with different talents and ideas allows us to grow and build upon what has been accomplished in the past and to build sustainable strategies for the long-term health and welfare of the Sandwich Downs Association.

Board Members work hard to do the best job for our members and while doing so, enjoy a sense of camaraderie and enjoy many great moments together. We are serious about our responsibilities while always bringing our sense of humor, patience, and a willingness to get involved!

Board Members meet about 4-6 times per year in addition to the Annual Fall and Spring Meetings. Some meetings are in person with dial-in, some are all dial-in. Although Board Members are fully committed, it is not always possible for everyone to attend. In order to have a quorum at the Executive Board Meetings, there must be 9 members present.

FAQ's:

1. Per the Sandwich Downs Association Bylaws (2022) the purpose of the association is to:
 - To promote a feeling of community and well-being among property owners, residents, and guests within Sandwich Downs
 - To maintain and improve, to the extent feasible, the roads, common areas, grounds, and beaches of Sandwich Downs, and to encourage and facilitate the participation of all property owners in decisions related to such maintenance and improvement
 - To represent its members in dealing with the Town of Sandwich and other entities.

The Executive Board has the responsibility for the execution of the decisions of the Annual Meeting and Spring Meeting, or special meeting, and for the day-to-day management of the business and affairs of the Association. In acting for the Association between meetings, the Executive Board shall not make decisions contrary to decisions made at any Association Meeting. In an emergency, the Executive Board may take action unforeseen in the Annual Meeting, Spring Meeting, or Special Meeting. Such action shall be reported to the Membership with an explanation of the circumstances surrounding the action.

2. What are the general qualifications for becoming a board member?

- Each Officer, Director, and Chairs of Standing Committees shall be an Association member in good standing and shall hold office only as long as he/she remains an Association member in good standing.
- Only one Association member in good standing per property owned shall be eligible for elected office at one time.
 - Members in good standing are defined as those whose annual fees and assessments are up to date.

3. What are the positions and terms of the Board Members?

- The Executive Officers: President; Vice-President; Secretary, who shall also serve as Clerk, a Treasurer, eight (8) Directors and four (4) elected Chairs of the Standing Committees.
- Officers, Directors, and Chairs of Standing Committees shall be elected for a term of two (2) years and may serve a maximum of 2-terms.
- The President and Vice President shall be elected to no more than two consecutive terms to the same office
- The Secretary, Treasurer, and Chairs of Standing Committees have unrestricted terms.
- The Executive Board is made up of four (4) executive Officers, eight (8) elected Directors, and Chairs of four (4) Standing Committees for a total of sixteen (16) members. Only these Board Members have the right to vote on the Executive Board.

4. What are the basic responsibilities of each role?

President and Vice-President:

- The President, as chief executive officer of the Association, shall be responsible for implementing the Purpose and Objectives of the Association as set forth in Article II of the Bylaws.
- The President shall preside at all meetings of the Association and its Executive Board.
- The President shall represent the Association as spokesperson in all dealings with the Town of Sandwich or other public and private entities or may appoint an appropriate representative.

Secretary:

- The Secretary, who shall also be known as the Clerk, shall keep an accurate record of the
- proceedings of all meetings of the Association and of the Executive Board, to include the count of all votes taken.
- The Secretary shall keep permanent records, to include the record of proceedings in (a) above and all correspondence. These records shall be open to inspection by the members.
- The Secretary shall issue the notices of meetings in accordance with these By-laws.

Treasurer:

- The Treasurer shall, under supervision of the President and Finance Committee, receive all monies and have fiduciary custody of all Association funds.

- The Treasurer shall have the power to endorse for deposit all checks or drafts payable to the Association into bank accounts specifically designated as the property of the SANDWICH DOWNS ASSOCIATION, INC.
- The Treasurer shall, subject to the oversight of the President and Executive Board, pay bills.
- The treasurer also keeps the financial records and bank statements and completes a financial review at the annual meetings.
- The treasurer coordinates the annual filing of Federal and Massachusetts tax returns.

Committee Chairs :

Roads:

- Recommend construction, improvements, alterations, safety, and maintenance of road surfaces, road verges/brush cutback, beaches, and beach walkways
- Superintend the construction, improvement, alteration, safety, and maintenance of road surfaces, road verges/brush cutback, beaches, and beach walkways
- Supervise any employees or contractors hired to construct, improve, alter, or maintain road surfaces, road verges/brush cutback, beaches, or beach walkways
- Make long-range plans for the construction, improvement, alteration, safety, and maintenance of the roads, road verges, beaches, and beach walkways.

Membership:

- Welcome new owners and residents to Sandwich Downs and inform them about the Association
- Encourage / Invite property owners to become members of the Association
- Present new members with a copy of these By-laws, Association Rules & Regulations, and offer to answer any questions about the Association.
- Assist the Secretary to maintain an up-to-date list of all members, their local address, telephone and e-mail, and permanent address, telephone, and e-mail.
- Provide refreshments for the Spring Meeting and Annual Meeting.

Nominating:

- Determine the positions to be filled by election, in consultation with the Executive Board
- Notify the Association members at the Spring meeting of elections and positions to be filled at the Annual Meeting
- Receive nominations from the Association members
- Clarify with nominees whether they would be willing to serve if elected
- Prepare a written voting list for presentation at the Annual Meeting.

Finance:

- Assist the Treasurer to prepare an overall budget for the Association and a related schedule of annual fees.
- Present the budget and fees schedule to the Executive Board at the Board Meeting preceding the Annual Meeting, and resolve any issues raised

- Present the budget to the Association for approval at the Annual Meeting; and see that the financial records of the Association are audited annually in time to present the results of the audit to the annual meeting.

Directors:

- Attend and actively participate in meetings of the Executive Board (on average 5-6 meetings per year plus the Annual Fall and Spring meetings.
- Vote as a member of the SDA Board.
- Assist other Board members on activities and projects as needed.
- Provide administrative assistance to other members for events, meetings, and other activities.