***Krewe of Good Friends of the Oaks***

Board of Directors Information

March 24, 2017

K.O.G.F.O.T.O Members:

According to the by-laws of the Krewe of Good Friends of the Oaks, Inc (filed January 1991) the affairs of the corporation shall be managed by the board of directors consisting of nine (9) members elected by the membership at the annual meeting every year.

The board will consist of three (3) members elected for a period of one (1) year; three (3) members elected for a period of two (2) and three (3) members elected for a period of (3) years. Subsequently, members shall be elected annually to fill the vacancies created by terms expiring. The President and Vice President will serve for (2) years. Any vacancies in these offices will be filled by the board for the remainder of the term until the next annual meeting. Any member of the board of directors must submit in writing if they wish to remove themselves from the board before their term expires. All board members who serve as chairs shall arrange Ad Hoc committees. The chair will report the Ad Hoc committee updates at each Board of Directors Meeting.

Twenty (20) percent of more of the total membership must be present in person or represented by a proxy to constitute a quorum for elections. A proxy is an agent that is legally (by address of member) that is authorized to act on their behalf to vote without physically being present at the meeting. Formal documentation, provided by the KOGFOTO, will be required with signature for proxy voting.

Formal nominations by yourself or a third party, via the nomination form provided by KOGFOTO will be accepted until the week before the Annual Meeting date. Nominees will be notified and can accept or decline the invitation to place their name on the ballot. Voting will take place from these nominations at the Annual Meeting.

The following are the titles, terms and definitions of the Board of Directors for the August 2017- August 2018 term:

*Note: Once elected, board of directors will review the by-laws and terms may be updated. Membership vote will take place for this matter. (ex: 3 year term may be too long of commitment but we have to abide by original by-laws in order to get a board in place)*

**President (2 year term) –** duties are not limited, but include the following

* Serve as chairman of the board
* Preside over the meeting of the board of directors
* File all documents to state/federal entities annually
* Work with board for potential Krewe Sponsorships

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**Vice President (2 year term) -** duties are not limited, but include the following

* Orient the duties of the president if the president is not present at meetings or functions
* Assume other duties as requested by the president

**Treasurer (3 year term) -** duties are not limited, but include the following

* Responsible to work with board of directors for overall budget for KOGFOTO
* Prepare annual financial report to be filed annually
* Report financials to the board at each meeting

**Secretary (2 year term) -** duties are not limited, but include the following

* Be accountable for keeping record of meetings of the board of directors meetings
* Maintain or lead the public relations aspect of the Krewe including website, social media, mail, etc.

**Board Member – Membership Chair (3 year term) -** duties are not limited, but include the following

* Lead the Membership Ad Hoc committee (see below)
* Provide report of Membership Ad Hoc committee at each meeting

**Board Member – Ball Chair (3 year term) -** duties are not limited, but include the following

* Lead the Ball Ad Hoc committee (see below)
* Provide report of Ball Ad Hoc committee at each meeting

**Board Member – Parade Chair (1 year term) -** duties are not limited, but include the following

* Lead the Parade Ad Hoc committee (see below)
* Provide report of Parade Ad Hoc committee at each meeting

**Board Member – at large (1 year) -** duties are not limited, but include the following

* Serve at the discretion of the board

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Any member is welcome to sit on the following committees - examples of responsibilities, but not limited, are as follows:

**Membership Ad Hoc Committee:**

* Provide membership dues information to residents
* Maintain accurate membership list and contact information
* Yard sign logistics

**Ball Ad Hoc Committee:**

* Ball Budget and ticket sales (the ball and Krewe membership are separate budget, but must be reported to Board of Directors as well. The Ball committee will work with the board Treasurer for reporting)
* Logistics, presentation and decorations for ball, etc

**Parade Ad Hoc Committee:**

* Parade theme
* Invitations to krewe members and others for parade participation
* King and Queen nominations, voting, etc including float arrangement
* Responsible for day of parade events