

**ANNOUNCEMENT!!**  
**BOARD OF DIRECTORS ELECTION**

**AN ELECTION WILL TAKE PLACE ON OCTOBER 19 & 20, 2024 ONLINE.**

**CPDSA MEMBERS WILL VOTE FOR UP TO 15 BOARD DIRECTORS. Of those 15 Board Directors, six will serve as officers. These positions include:**

- 1. President**
- 2. Vice President**
- 3. Secretary**
- 4. Treasurer**
- 5. Sargent at Arms**
- 6. Parliamentarian**

**\*You can find a complete description of the positions above at the end of this document.**

**IN ADDITION TO THE OFFICER POSITIONS ABOVE, THE CPDSA MEMBERS WILL VOTE FOR UP TO 9 NON-OFFICER DIRECTORS.**

**Non-officer Board members play a vital role in the functioning and growth of CPDSA.**

**Responsibilities of a non-officer member of the Board of Directors include:**

- set all policies; all decisions, except alteration of by-laws, are decided by simple majority
- appoint members to committees
- serve on committees
- review and decide upon any working decisions made by committees
- manage and direct the policies and procedures of the CPDSA
- attend meetings with City, Conservancy, Parks Department as needed, and when necessary, meet to conduct any preparatory work, such as establishing agenda for upcoming meetings, etc.

## TO RUN FOR OFFICE

**TO RUN FOR ANY OF THE SIX OFFICER POSITIONS—President, Vice President, Secretary, Treasurer, Sargent at Arms, Parliamentarian--candidates must:**

- Email [INFO@CPDSA.ORG](mailto:INFO@CPDSA.ORG) to express an intention to run by **October 15, 2024**.
- Pay their 2024 membership by **October 15, 2024**.
- Post the following documents to [INFO@CPDSA.ORG](mailto:INFO@CPDSA.ORG) by **October 15, 2024**:
  - **A written statement:**
    - **To run for President, Vice President, Secretary, Treasurer, Sargent at Arms, or Parliamentarian**—you must **submit a written statement between 100-115 words** about yourself describing how well you are suited for the position
    - **To run for a non-officer board member**, you only need to **submit approximately 25 words** expressing your interest in serving on the Board and why you think you are qualified.
  - **A recent photo portrait** (no older than one year), **sharp, without sunglasses** so voters can recognize a candidate's face. Please D and why you think you are qualified.
  - **DO NOT provide a photo of yourself skating or with sunglasses**. Your portrait should clearly identify you, like a photo ID.
  - **Contact info** that includes **email, cell phone number, and social media handles** (digital addresses on social platforms, e.g., Facebook, Instagram, Twitter, etc.)

The Election Committee will showcase the candidates' profiles and photos on the CPDSA website with links posted on its social media platforms for easy access, propagation, and self-campaigning.

## TO VOTE IN THE ELECTION

**CPDSA members must have their 2024 membership dues paid by OCTOBER 15, 2024. To become an active 2024 member, use the following link:**

<https://www.cpdsa.org/membership/>

Note that membership is priced at \$30. Any amount above \$30 is a tax-deductible donation and needed to pay for yearly permits, insurance, and other expenses that enable skate sessions to operate.

**None of the members of the BOD, its Officers, the DJs, or those who set up and take down the Skate Circle receive any monetary or other compensation.**

## **BOARD OF DIRECTORS OFFICER POSITION DESCRIPTIONS**

### **NOTE**

**Officers' positions are best suited for candidates who can dedicate a decent amount of their time to the CPDSA and its management and activities. In addition, the positions require good written communication skills, including proper English and grammar, as a fair number of documents and correspondence are drafted yearly.**

Future BODs may amend the responsibilities and duties of any of the positions below.

### **1. President**

One member of the committee will be elected *President*. The President's role is to:

- direct Board meetings
- serve as an ex-officio member of all committees, subcommittees, and ad hoc committee
- serve as the contact with the City, Parks Department, the Central Park Conservancy, New York City Police Department
- schedule Board meetings
- obtain all permits and insurance for legally sanctioned, safe, and secure skating sessions
- understand and oversee the legal, tax, and other critical operating matters to keep the skate circle alive with respect to the City, State, and Federal laws and regulations of a 501(c)(3) Non-Profit Organization

At their discretion, the President may delegate any of the above functions to other officers or BOD members on a case-by-case basis.

### **2. Vice President**

One member of the committee will be elected *Vice President*. The Vice President's role is to:

- assume all the responsibilities and duties of the President if the President is incapable of carrying out their responsibilities (either temporarily or permanently) until the President can resume them or until the next elections.
- take on specific responsibilities delegated by the President as they see fit
- represent the CPDSA in the Press as a delegate of the President

### **3. Secretary**

One member of the committee will be elected *Secretary*. The Secretary's roles are to:

- record the proceedings of meetings and enter them into the final minutes of the meeting
  - minutes include:
    - all decisions reached by the end of a BOD meeting
    - the names of BOD members and invited non-BOD guests attending a meeting
    - the outcome of all votes conducted during a meeting
    - the topics covered during a meeting (in bullet points only)
- monitor BOD meetings to ensure that all actions, decisions, etc. conform to the requirements specified in the corporate by-laws

### **4. Treasurer**

One member of the committee will be elected *Treasurer*. The Treasurer's roles are to:

- hold the corporation's moneys,
- keep record of every financial transaction, and
- present all financial records to the BOD every three months

### **5. Sargent at Arms**

One member of the committee will be elected *Sargent at Arms*. The Sargent at Arm's roles are to:

- serve as gatekeeper at meetings (e.g., welcoming or removing participants as needed),
- keep order at meetings
- serve as Zoom host

### **6. Parliamentarian**

One member of the committee will be elected *Parliamentarian*. The Parliamentarian's roles are to:

- monitor full committee meetings to ensure that all actions, decisions, etc. conform to the requirements specified in the CPDSA bylaws
- recommend bylaw amendments as necessary
- draft any *future* amendments as these are passed by the full committee meeting