

If you are interested in serving the remainder of Ms. Dixon's three-year term (until the Annual Meeting in January 2021), please submit: your name, address, phone number, email address, a brief bio (to include current occupation and any volunteer activities), and why you would like to serve on the WIA Board. You can submit the information on the form on the website <https://www.woodmoor.org/wia-board-nomination/> or just submit the information directly to Denise Cagliaro, HOA Administrator, at denise@woodmoor.org.

You must be a registered owner of the Woodmoor property, and a member in good standing.

The responsibilities of the position are as follows:

The Secretary shall record the votes and keep the minutes of all meetings and proceedings of the Board and of the members; approve and sign copies of the minutes for record; serve notice of meetings of the Board and of the members; organize and officiate annual elections along with certification of results; serve as community relations liaison between the Board and the community utilizing social media, community organizations, and news outlets; for as long as the WIA is a member of the Northern El Paso County Coalition of Community Organizations (NEPCO); serve as or appoint an individual from the community as said representative; and shall perform such other duties as required by the Board. The Secretary is authorized to co-sign on checks.

If you are interested in applying for the position, please submit your nomination by July 31, 2018. The HOA Administrator or a Board member will contact you with further details of the process.