

Role of the MWCA President

The MWCA President is a registered agent with the Virginia State Corporation Commission as President of the Mosby Woods Community Association, a 501(c)(4) civic association.

Mosby Woods Community Association is an all-volunteer organization. The President guides and supports the Association in achieving its goals of:

1. Promoting a sense of Community in our neighborhood
2. Enhancing and protecting the welfare of the community through cooperative action of the residents
3. Maintaining and enhancing the status and condition of the neighborhood by interacting with local government

President role as defined in the MWCA bylaws

The President shall call and preside over meetings of the members and the Board of Directors; with the advice and consent of the Board of Directors, shall appoint and remove chairpersons and members of all committees; shall be an ex-officio member of all committees except the Nominating Committee; shall act as chief executive of the Association and maintain general control and supervision over its affairs; and shall execute contracts for the Association as authorized by the Board of Directors, including commitments for insurance.

Commitments of the President

- Call, preside over and set the agenda for **12** MWCA meetings per year (11 monthly board meetings, 1 general membership meeting). Additional meetings are scheduled from time to time as needed to conduct the business of the Association. Board meetings occur on the first Thursday of each month except August. General Membership meeting must occur in October.
- Responsible for ensuring timely filing of State and Federal tax documents for MWCA. This activity is delegated to the treasurer, but the organizational responsibility belongs to the president
- Tattler: Provide content, editorial review, and email delivery for **11** monthly editions of the Tattler in coordination with the Tattler Editor
- Work with Treasurer to make purchases, donations, or other financial decisions with the advice and consent of the board
- Assist with planning, coordination, and execution of MWCA events including, but not limited to, the annual Halloween Parade, Holiday Decoration Judging, front entrance cleanup events, Easter egg hunt, block captains luncheon, ice cream social
- Represent MWCA at City Government meetings and functions as directed by the MWCA Board of Directors
- Acts as the primary interface between MWCA and the City of Fairfax for service requests, city information, etc
- Primary email contact for the association
- The president's home address is the registered address of MWCA with the State Corporation Commission