



**Council of Volunteer Administrators of Metropolitan Atlanta, Inc. (COVA)  
Board of Directors Ballot**

**2022-2024 President: Debra Brook**

Director of Clubhouse & Volunteer Services

**Position Overview:** The President shall preside at all general meetings of membership, the Board and executive committee. The President shall appoint the chairpersons of standing and ad hoc committees and at large members. The President shall also appoint the Professional Network Liaison and the Parliamentarian. The President shall be an ex-officio member of all committees. The President shall have the authority to assign special projects to the other officers and members of the Board. The President shall sign all contracts and obligations authorized by the Board. The President shall formulate plans with the Board for continual growth and development of COVA. The President shall be responsible for familiarizing the Vice President with responsibilities of the office. The President shall be an active member of national, state and local organizations in alignment with COVA’s mission of advancing the professional management of volunteer services.

**2022-2024 Secretary-Treasurer: Heather Staniszewski**

Volunteer Services Manager, Fulton County Library System

**Position Overview:** The Secretary shall be responsible for all correspondence (including checking mailbox), notification of meetings, keeping accurate minutes of all meetings of COVA, the Board and executive committee, and shall be the depository of all official papers and documents of COVA. The Secretary shall prepare and present the annual report at the first member meeting in August. The Secretary shall distribute minutes via e-mail or COVA website.

The Treasurer shall keep an accurate record of COVA's income and disbursements, acknowledge receipt of funds, and make payments upon receipt of approved vouchers. The treasurer shall furnish a financial update at each monthly executive board meeting and yearly in the annual report. The Treasurer shall be responsible for presenting a proposed budget, which reflects the fiscal needs of all committees and functions of the organization to the COVA Board by the beginning of the fiscal year for approval. The Treasurer shall be responsible for any taxes and government forms which must be filed and meet quarterly with the Finance Committee. If a Finance committee is not in place, the treasurer will have to meet quarterly with the President and Vice President.

<b>President VOTE: (Circle one)</b>	<b>YES</b>	<b>NO</b>	<b>(2 year term)</b>
<b><u>Secretary/Treasurer VOTE: (Circle one)</u></b>	<b><u>YES</u></b>	<b><u>NO</u></b>	<b><u>(2 year term)</u></b>