

# PRECINCT DIRECTOR Duties and Responsibilities

- 1) Precinct Directors represent the members of their precinct in accordance with LLPOA policies, procedures, and governance.
- 2) Read and familiarize themselves with LLPOA Handbook.
- 3) Shall have at least four (4) Precinct meetings per year per LLPOA By-Laws. Dates shall be set and given to the Board of Directors on or before the March board meeting for publication in the Spring Newsletter and on the LLPOA website.
- 4) All Precinct Directors shall be required to be a member on the Zoning Committee for their precinct. Duties and responsibilities will be assigned by Zoning Committee Director, Chairperson, or Executive Board of Directors.
- 5) May request a posting on the LLPOA website with approval of the Board of Directors either at the next board meeting or via other form of documentable communication. Document-able communication includes written correspondence, email or text messaging.
- 6) May combine precinct meetings with other Directors.
- 7) Must present written or verbal reports at the next board meeting for inclusion in the Secretary's minutes.
- 8) At the discretion of the Executive Board, Precinct Directors may be required to deliver welcome introduction packets to new members. Packets will include, but not be limited to, by laws, rules & regulations, S.O.P.'s and any other pertinent documents and information related to LLPOA business.
- 9) Shall present areas of concern from their precinct to the board, and report back to the member(s) the board's response to the questions and/or concerns.