

# Property Owners and Residents Association Board of Directors Application Form



I hereby submit my name as a candidate for the Board of Directors of PORA

Please Print

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Registered Voter in AZ? \_\_\_ Yes \_\_\_ No

PORA (Date Joined) \_\_\_\_\_

Moved to SCW (date): \_\_\_\_\_

Education/Degrees: \_\_\_\_\_

Professional experience, especially that which would aid you as a PORA Director:

\_\_\_\_\_  
\_\_\_\_\_

Present SCW community activities in which you are involved:

\_\_\_\_\_  
\_\_\_\_\_

Ideas you have that will enhance and improve PORA and/or SCW:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I agree to be a candidate for a position as Director of PORA for a 3-year term and will serve to the best of my ability if I am elected. I understand that I must be available to perform my Director's duties at a minimum of 10 months a year.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date





**PORA (Property Owners and Residents Association)**  
**13815 W. Camino Del Sol**  
**Sun City West, AZ 85375**  
**623-584-4288**

## **Duties and Responsibilities of the Board of Directors**

1. Execute the policies established by PORA.
2. Establish such committees, technical assistants, and staff positions as necessary to accomplish its purposes.
3. Manage the affairs and accounts of PORA.
4. Submit a budget to the membership at the first membership meeting of each fiscal year.
5. Have the Treasurer's accounts audited at the end of every fiscal year.
6. Elect PORA's officers as provided by the By-Laws.
7. Maintain a set of standing rules governing PORA's operations.
8. Approve all proposed responsibility or charter statements of all committees.
9. Take any action it deems necessary to protect the interest of the PORA membership.
10. Approve the appointment of the Parliamentarian by the President for the membership and Board meetings, when appropriate.
11. Approve all financial and legal matters necessary to carry out the functions of PORA.



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## **Duties of Committee Members**

1. Accept responsibility of Committee Chairperson.
2. Select committee members outside of the Board.
3. Provide monthly report to Board meeting on activity of committee meetings.
4. Convene committee meetings periodically as needed,
5. Set goals for committee (at least annually)
6. Participate in local & state functions which relate to community activity.
7. Endeavor to expand the influence of the committee within the community among the Sun Cities, state and county areas.
8. Have a background of experience in private or public activities related to areas of committee's scope of activity.
9. Have a background of experience in community, church or public activities which demonstrate an awareness of how and why community groups such as PORA can positively impact the community.