



## Answers to Frequently Asked Questions: ACCCA Volunteer Service

Email: [staff@acccahoa.com](mailto:staff@acccahoa.com) Phone: 623-742-6030 Website: [www.onlineatanthem.com/accca](http://www.onlineatanthem.com/accca)

### **What volunteer opportunities exist in the Anthem County Club Community Association (ACCCA)?**

There are three ways in which you may volunteer. Each requires different time commitments and responsibility and all are extremely important.

- Volunteer to serve on a Focus Group.
- Volunteer to serve on an ACCCA Committee: Communication; Finance; Gates Property and Patrol; Lifestyle Enhancement; Policy. For Committee descriptions, go to the Board/Committee page on [www.onlineatanthem.com/accca](http://www.onlineatanthem.com/accca).
- Volunteer to serve on the ACCCA Board of Directors. The call for candidates begins in January, followed by the election in February/March. Directors are seated in April.
- Volunteer to serve on the Anthem Community Council (ACC) Board of Directors as a Country Club community representative. The Anthem Community Council is the umbrella organization established for the overall greater good of Anthem. The call for candidates begins in January, followed by the election in February/March. Directors are seated in April. Contact the staff ([staff@acccahoa.com](mailto:staff@acccahoa.com)) to learn about the Council roles and director responsibilities.

### **What is a Focus Group and how much time does that take?**

- A Focus Group is a group of volunteers who review ACCCA documents, policies, website pages, etc. and provide feedback regarding organization, content, clarity and need.
- Projects vary and volunteers may opt in or opt out as their time permits throughout the year. Some projects require less than an hour time and others may take up to a few hours (3 average). We try not to make the task too long or cumbersome.
- Focus Group participants do not need to be homeowners nor do they need to live in the Country Club community. We are looking for unbiased feedback and a new set of eyes on the material.
- Contact the staff ([staff@acccahoa.com](mailto:staff@acccahoa.com)) if you are interested in participating in a Focus Group in 2016.

### **What do the volunteers do on the respective ACCCA Committees?**

- Volunteers assist the Board and staff on developing policies and documents for our community as determined by the Board.
- There is additional work outside the actual meetings, such as conducting research, writing draft policies, gathering data, etc. This time varies by Committee.
- Each Committee term is two years and may be renewed up to three times. Each appointment is approved by the Board.

### **How much time is involved in Committee volunteerism?**

- The Committees meet a few hours each month. There may be additional work assigned to members outside the meetings.
- To some extent, the time commitment is determined by each Committee member. Some are able and willing to dedicate hours, others do not have the time to work outside the meetings but attend meetings and provide input. Some Committees require more time than others, a consideration prior to applying.

### **How do I volunteer for a Committee?**

- After reviewing the Committee roles and responsibilities on [www.onlineatanthem.com](http://www.onlineatanthem.com), we encourage you attend a meeting to see if the work interests you. All meetings are open to the public. If you would like to attend a meeting, contact the staff.
- Complete the online application and submit to ACCCA staff. Review the Volunteer Policy which outlines what will take place after your application. The process includes an interview with the Committee.

### **What is involved in serving on the ACCCA Board of Directors?**

- Enforce the provisions described in the Governing Documents and the rules adopted by the Board, including the approval of sanctions for infractions associated with the violation of such provisions and rules.
- Establish Committees, relevant charters and appoint chairs and monitor Committee work on behalf of the Board.
- Cooperate with the ACC in the performance of its rights and obligations under the Community Covenant and the Governing Documents and providing for the election of members to serve on the ACC Board.
- Adopt the annual operating and reserve budget to establish each Owner's share of Association expenses and establishing the annual assessment billed to each Owner.
- Establish policies for the operation, care and upkeep of the Association common areas and ensure these policies are carried forth by contracting for required services.
- Make available to any prospective purchasers and existing Owners copies of the Declaration, the Articles, the Bylaws, rules and all other books, records and financial statements of the Association.
- Hold regular quarterly meetings and annual meeting. Serve as a liaison to ACCCA Committees and attend their monthly meetings.

## Answers to Frequently Asked Questions: ACCCA Volunteer Service

Email: [staff@acccahoa.com](mailto:staff@acccahoa.com) Phone: 623-742-6030 Website: [www.onlineatanthem.com/accca](http://www.onlineatanthem.com/accca)

### **What do I have to do to run for a seat on the ACCCA Board of Directors or ACC Board of Directors?**

- Qualifications to serve on the Board are outlined in the Covenants, Conditions and Restrictions (CC&Rs).
- We encourage any prospective candidate meet with our staff and a current Board member to learn the roles, responsibilities and time commitment for Board service before declaring candidacy. The call for Board candidates takes place in January. An application and candidate statement are required. We strongly encourage participation in the "Meet the Candidates" night. The ACCCA distributes only the candidate biographies and general election information, timelines and voting procedures. It is up to each candidate to publicize ones candidacy as he or she deems necessary.

Revised 12/14/2015