



# Officers and Directors

Updated August 20, 2021

<b>Title</b> (click Title to go to Description)	<b>Name</b>	<b>Phone</b>	<b>Email</b>
President	Mark Orndorff	717-352-9299	<a href="#">email</a>
Vice President	Carolyn Best	610-996-5428	<a href="#">email</a>
Treasurer	Steve Mitchell	717-401-0819	<a href="#">email</a>
Secretary	Bobbie Jones	616-481-9833	<a href="#">email</a>
Local Government Liaison Director	Paul Rohrback	717-401-0536	<a href="#">email</a>
Membership Directors	Kathy Gallagher Susan Kemerer	717-414-0474 717-414-0514	<a href="#">email</a> <a href="#">email</a>
Publications Director	Dan Dunton	717-352-7368	<a href="#">email</a>
Social Activities Director	Jean Shoemaker	717-401-0024	<a href="#">email</a>
<u>Past President</u>	Debi Rohrback	717-401-0536	<a href="#">email</a>

## Position Descriptions

### **PRESIDENT**

The PRESIDENT is the chief executive officer of the Association and presides over Homeowners Association meetings and meetings of the Board of Directors; is responsible for the appointment of committee chairmen; and together with the Treasurer, executes all instruments or agreements authorized by the Board of Directors. The President is an ex-officio member of all committees except the nominating committee, but does not vote on any questions pending before any committee except in the case of a tie vote. In addition, the President has the powers as may be reasonably construed as belonging to the chief executive of an organization. This position is elected by the PNHA membership annually. [Back to Top](#)

### **VICE PRESIDENT**

The VICE PRESIDENT exercises the office of president in the President's absence and carries out such other duties as may be assigned by the President from time to time. This position is elected by the PNHA membership annually. [Back to Top](#)

### **TREASURER**

The TREASURER receives all membership dues from the Membership Director and has the care and custody of all monies and property belonging to the Association and deposits such monies in a federally insured financial institution. The Treasurer disburses funds as necessary within the various committees of the Association and at the direction of the Board of Directors throughout the year. Prepares monthly reports and a written annual report covering the preceding year at the Annual Meeting of the PNHA. This position is elected by the PNHA membership annually. [Back to Top](#)

### **SECRETARY**

The SECRETARY provides administrative support to the Penn National Homeowners Association Board. Attendance and minutes are taken at board meetings, formalized, and sent to board members via e-mail. Minutes are also taken of the Homeowners meetings and provided to board members. A summary of these activities is conveyed to the membership via the PNHA Newsletter. Schedules Homeowner general and board meetings at the appropriate locations. This position is elected by the PNHA membership annually. [Back to Top](#)

## **LOCAL GOVERNMENT LIAISON DIRECTOR**

The LOCAL GOVERNMENT LIAISON DIRECTOR interfaces with local government organizations (Township, County and State) on issues that impact the general welfare of residents within the Penn National Estates community. These issues include Guilford Township Zoning, and Traffic Safety measures such as the four-way stop signs at Duffield and Mont Alto Roads. Most recently arrangements were made for the placement of new street signs in the Eleventh Court area. The Director also assists the Township in recruiting volunteers from this community to help with the planting of trees, etc., in the Guilford Township Norlo Park. It is the duty of the Director to meet monthly with the Supervisors. [Back to Top](#)

## **MEMBERSHIP DIRECTOR**

The MEMBERSHIP DIRECTOR is responsible for collecting and managing the membership data. This includes receiving applications and dues, maintaining a data base of names, addresses, telephone numbers and e-mail addresses, preparing and submitting for printing the annual Membership Directory, producing address labels for the mailing of the monthly Newsletter and the annual Membership Directory, and the supplying of membership information to the PNHA Webmaster for loading on our website. Additionally, the Membership Director visits the Franklin County Courthouse and searches records for deed transfers within the Penn National community. The community is split into four quadrants and four volunteers visit new homeowners providing PNHA membership applications, maps of Penn National, PNHA Newsletter, Public Opinion's "Living in the Valley", information on the fire departments and rescue squads, and a package from the Council for the Arts. [Back to Top](#)

## **PUBLICATIONS DIRECTOR**

The PUBLICATION DIRECTOR is responsible for collecting, editing, and typesetting information for the newsletter, then labeling and mailing the monthly newsletter to members and advertisers. This position includes sending renewal notices to and collecting money from advertisers, conferencing about advertisements, creating advertisements and handles the financial aspects of the advertising including billings, active advertiser list and advertising wait list. [Back to Top](#)

## **SOCIAL ACTIVITIES DIRECTOR**

The primary responsibility of the SOCIAL ACTIVITIES DIRECTOR is to represent all Committee Heads at board meetings. The Social Committee Heads should communicate requests or problems to the Social Activities Director who, in turn, will present to the board such communications for any necessary action. [Back to Top](#)

## **PAST PRESIDENT**

The immediate past president sits on the board to convey the background on prior decisions. [Back to Top](#)