

As a neighborhood association board member it is your responsibility to make decisions and represent the interests of your neighborhood, make efforts to create an environment where all neighbors can be heard and to follow the rules and processes outlined in your bylaws. Here are some general responsibilities for each board officer position:

### **Chair and President**

- Sets the agenda for each meeting, adding any requests approved for the agenda.
- Facilitates all board and general meetings.
- Calls special and emergency meetings when necessary, as outlined in the bylaws.
- Receives and replies to phone calls, email, mail and other correspondence, notifying other board members and delegating requests as needed.
- Recruits new members and encourages participation in the association.

### **Vice-Chair and Vice-President**

- Acts in the absence of the President/Chair, with the same responsibilities.
- Handles other tasks as requested by the Chair or other board members.
- Recruits new members and encourages participation in the association.

### **Secretary**

- Records accurate minutes of all meetings of the neighborhood association and makes draft minutes available to the board and membership for review prior to the next meeting.
- Provides a copy of all minutes to the board, SE Uplift and upon request, other members, each month after minutes have been approved.
- Files and submits copies of the association's annual report with the Secretary of State, Corporate Division, to SE Uplift for reimbursement of associated fee and archival in coalition records.
- Submits copies of the neighborhood association's Articles of Incorporation and updated bylaws to SE Uplift as needed when changes are made.
- Recruits new members and encourages participation in the association.

### **Treasurer**

- Accounts for and deposits all revenue and income received.
- Files and submits copies of the annual financial report with the Department of

Justice, Charitable Activities section, to SE Uplift for reimbursement of associated fee and archival in coalition records.

- Reports and tracks communication monies and files annual report with SE Uplift.
- Pays all association expenses, as needed.
- Keeps complete financial records and reports the status of funds at meetings.
- Recruits new members and encourages participation in the association.

### **Neighborhood Land Use Coordinator**

- Receives land use notices and provides a summary report of notifications at monthly meetings, suggesting actions to be taken by the neighborhood.
- Responds to land use notices on behalf of the neighborhood association.
- Acts as a land use resource for their neighborhood association. Trains others in land use processes and procedures.
- Serves as the neighborhood representative on the SE Uplift Land Use and Livability Committee.
- Recruits new members and encourages participation in the association.

### **Southeast Uplift Board Member:**

Each neighborhood association appoints one person to serve on the SE Uplift coalition board of directors. Board orientation is provided to build leadership skills among members. SE Uplift board members:

- Serve as emissaries to communicate with and engage neighbors in coalition programs and projects.
- Assure that coalition services and programs are responsive to neighborhood and community concerns and interests.
- Involve coalition neighborhoods in working together on big picture vision, goals and projects to strengthen our community.
- Determine advocacy priorities in the public policy arena concerning land use and transportation.

### **At-Large**

Often people elected to at-large positions serve as committee chairs or take on specific tasks. These include areas like crime prevention, neighborhood livability, special events

and newsletter. Each neighborhood has different needs and each individual has different interests. Determine your match and then work with the board to define your role.

### **Other Items of Importance to Board Members**

It is advisable that all board members jointly share responsibility for the many additional duties of their neighborhood association board. While no one expects each board member to be an expert on all topics described below, it is wise to maintain familiarity with each of the items.

#### **Have a Clear Understanding of the Purpose**

Make sure your neighborhood association's purpose statement is clear and followed with each action and decision made.

#### **Attend Meetings**

Whenever possible, attend general, board and special meetings.

#### **Know the Standards for Neighborhood Associations and the Bylaws**

Make sure your bylaws are updated in accordance with the ONI Standards. Review bylaws annually to determine whether or not they follow practiced procedures.

#### **Enforce the Bylaws**

Make sure bylaws are followed and enforced by the board. This will ensure that a grievance cannot be filed against your neighborhood association.

#### **Maintain Membership Lists**

Maintain current membership lists for your board, committees and membership. Submit board changes in a timely manner to SE Uplift.

#### **Get Materials and Notice Out Early**

Provide advance notice and the distribution of background materials to the board and membership prior to any major item of business to be acted upon at the next meeting.

#### **Know Financial Status**

Review checking account balances, even if nominal amounts, on a regular basis.

#### **Seek Expert Counsel**

Seek legal, accounting or other necessary advice as needed to supplement the board's understanding and experience dealing with complex issues.

#### **Review Minutes**

Thoroughly review minutes prepared by the secretary to ensure that critical matters, including discussions or complicated and controversial topics have been conveyed properly.