

Board Responsibilities

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

- Ensures that 7 days notice is provided to the membership prior to all board, general and special meetings.
 - 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 and upon request, other members, each month after minutes have been approved.
 - Submits to SE Uplift a copy of the sign-in sheet, approved agenda and approved minutes from each neighborhood association meeting.
 - Files and submits copies of the association's annual report with the Secretary of State, Corporate Division, to SE Uplift for reimbursement of \$50 fee and archival in coalition records.
 - Submits copies of the neighborhood association's updated bylaws to SE Uplift as needed when changes are made.
 - Recruits new members and encourages participation in the association.
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Treasurer

- Accounts for and deposits all revenue and income received.
- Tracks any in-kind or financial donations received by the neighborhood association.
- Submits a copy of all fundraising materials used, donation log, and receipts to SE Uplift after the event takes place only if our Federal Tax Identification Number was given out for donor deduction purposes.
- 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/Transportation 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 Sustainability Committee.
- Recruits new members and encourages participation in the association.

Southeast Uplift Board Member

The Southeast Uplift board governs the organization and is responsible for upholding the mission and values in all policies, programs and practices. This includes:

- Assuring that coalition services and programs are responsive to neighborhood and community concerns and interests
- Serving as emissaries to communicate with and engage neighbors in coalition programs and projects
- Involving coalition neighborhoods in working together on big picture vision, goals and projects to strengthen our community
- Serving as advocates in the public policy arena concerning land use, transportation and other livability issues, and
- Overseeing the coalition's finances and organizational management.

At-Large

There are often several at-large members of a neighborhood board. At-large members serve as committee chairs or take on specific tasks. Projects include crime prevention, neighborhood clean-up coordination, sustainability committees, special events and newsletter creation. Each neighborhood has different needs and each individual has different interests. Determine your match and then work with the board to define your role.

Items of Importance to Board Members

It is recommended 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 the following 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 neighborhood association general meetings, board and special meetings.

Know the Standards for Neighborhood Associations and the Bylaws

Make sure your bylaws are updated in accordance with the Office of Neighborhood Involvement's Standards for Neighborhood Associations. 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 to ensure that eligible members are the only participants able to vote at association meetings or join the board.

Get Materials and Notice Out Early

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

Know Financial Status

Review checking and savings account balances on a regular basis.

Seek Expert Counsel

Seek legal, accounting or other 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.
