

Neighborhood Association Boards

Purpose of the Board

Board members of a neighborhood association help carry out the group's mission. The board helps the association assess priorities and meet goals. An organized group benefits from the collective skills and ideas of its members. The more inclusive the group is, the stronger the group will be.

Board Structure & Responsibilities:

Effective leaders act as facilitators and develop new leaders. Set reasonable term limits for officers. Committee chairs and project leaders are important positions for testing new leaders.

President

- ▶ Responsible for the leadership of the board
- ▶ Sets the agenda
- ▶ Facilitates all meetings
- ▶ Ensures meeting run on time

Vice President

- ▶ Assists the president
- ▶ Conducts meetings and other responsibilities of the president when president is absent

Secretary

- ▶ Writes meeting minutes
- ▶ Makes copies of minutes, agendas, and other records available
- ▶ Keeps accurate and organized records
- ▶ Sends notices and updates

Treasurer

- ▶ Responsible for the association's funds
- ▶ Collects dues
- ▶ Pays invoices
- ▶ Creates annual budget
- ▶ Provide status reports to the board

Event Chair

- ▶ Responsible for organizing social events
- ▶ Highlights the association and supports recruitment for the association
- ▶ Informs and organizes members of upcoming events and activities

Communications Chair

- ▶ Responsible for sharing information about meetings, events, and other important activities
- ▶ Manages various communication channels (ex: newsletter, emails, social media posts, etc.)