

# belmont. carlton.



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NEIGHBORHOOD ASSOCIATION

## ELECTED POSITIONS

### BCNA BOARD MEMBER DESCRIPTIONS

#### All Board Members

##### **Roles and Responsibilities:**

- 1) Attends Monthly BCNA meetings and board meetings.
- 2) Plans and implements policies, goals, and priorities for the BCNA.
- 3) Provides input on monthly agendas.
- 4) Fundraises, as necessary, to support mission.
- 5) Actively recruits members
- 6) Understands the bylaws of the BCNA
- 7) Jointly appoints one board member as the Belmont Bash Committee Chair.
- 8) Communicates in a timely manner.

#### President

##### **Qualities required:**

- 1) Leadership Skills
- 2) Strong Verbal Communication Skills
- 3) Professionalism
- 4) Ability to represent the beliefs and opinions of the entire BCNA membership in lieu of personal or individual preferences.
- 5) Willingness to be actively connected to the city and other neighborhood organizations
- 6) Ability to abide by and manage BCNA meetings through basic parliamentary procedures and protocols to efficiently accomplish the tasks of the BCNA – example: knowing and using Robert's Rule of Order during monthly meetings
- 7) Ability to understand and operate within the purpose of the BCNA as it pertains to the city.

##### **Roles and Responsibilities:**

- 1) Presides over all BCNA Meetings
- 2) Serves as the representative for:
  - a) The quarterly 'Neighborhood Leaders' meetings with the City Manager's Office.
    - i) Is the point of contact for the city manager and other neighborhood associations.
  - b) BCNA at Planning Commission or City Council Meetings as necessary.
  - c) Project Based Steering Committees, example: The Strategic Initiative Area (SIA) Task Force. (Friendship Court / Ix Building Site)
  - d) Stakeholder Outreach Meetings
- 3) Monitors the BCNA email account which is utilized for:
  - a) Email announcements from the city / Neighborhood Development Services (NDS), including Planning Commission (PC) agendas.
  - b) City manager's email list
  - c) Contact with other neighborhood associations
  - d) Contact with the BCNA members
- 4) Writes drafts of position letters, circulates to Board for input, signs and distributes
- 5) Appoints Special Committees
- 6) Counter Signs Checks
- 7) Coordinates agenda with the Vice President
- 8) Secondary monitor for the P.O. Box

## Vice President

### Qualities required:

- 1) Same as the president.

### Roles and Responsibilities:

- 1) Presides over BCNA meetings in the absence of the president.
- 2) Creates and coordinates the monthly BCNA meeting agendas, with input / suggestions from the rest of the Board.
- 3) Acts as the liason for agenda items / presenters, prepping them as necessary for the meeting.
  - a) Assigns another Board member, as necessary.
- 4) Acts as the primary contact with NDS, specifically with the neighborhood planner.
  - a) Engages NDS and coordinates quarterly (at a minimum) updates at BCNA meetings by the neighborhood planner.
- 5) Serves as the BCNA representative at Planning Commission, City Council, or Board of Architectural Review (BAR) meetings, as necessary.

## Secretary

### **Qualities required:**

- 1) Organization
- 2) Accuracy
- 3) Timeliness
- 4) Neutrality

### **Roles and Responsibilities:**

- 1) Keeps Minutes at meetings, records votes, and transcribes them in a timely manner following each meeting. (Within 1 week).
- 2) Circulates / distributes a draft of the minutes to the board for review, once prepared, revising / amending as necessary and then distributing them to the BCNA membership with the next month's agenda. (The minutes will be voted on, to be accepted as written or with modification, at the next month's meeting. If modified as part of acceptance, then would require another final revision.)
- 3) Updates BCNA By-Laws as required.
- 4) Writes draft of grants for city monies, circulates to Board for input, finalizes and submits final version.
- 5) Inputs incoming memberships or email list-serves requests into the BCNA email list [relocated to Secretary from President]. [Migrate this to website signup].
- 6) Documents and archives Bylaws and Conflict of Interest statements signed by board members on annual basis.

## Treasurer

### **Qualities required:**

- 1) Organization
- 2) Meticulous
- 3) Legal Knowledge, particularly of non-profit status, insurance

### **Roles and Responsibilities:**

- 1) Manages money, accounts, bills, taxes.
- 2) Record keeping of memberships / dues, receipts, and disbursements
- 3) Creation of yearly budget.
- 4) Provide monthly treasurer's reports prior to monthly BCNA meeting.
- 5) Files any business licenses required with the city and coordinates necessary insurance policies.

- 6) Monitors the P.O. Box
  - a) Scans and forwards any paper announcements to the Board
- 7) Re-evaluate the BCNA membership rates on an annual basis.

## **Communications**

### **Qualities required:**

- 1) Creativity
- 2) Graphic Design knowledge, specifically with Adobe Creative Suite
- 3) Technologically knowledgeable
- 4) Copy Writing skills

### **Roles and Responsibilities:**

- 1) Creation and maintenance of the BCNA website.
- 2) Assembly and production of bi-annual newsletters.
- 3) Design of graphics, templates, branding.
- 4) Social Media Outreach:
  - a) Facebook
  - b) Instagram
  - c) Nextdoor
  - d) Mailchimp Newsletters
- 5) Media and Press Liason
- 6) Creates and distributes a Welcome Packet for new residents

## **At Large – Resident Liason**

## **At Large – Business Liason**

### **Qualities required:**

- 1) Willingness to be actively involved

### **Roles and Responsibilities:**

- 1) Pursues 'special' neighborhood projects and issues.
- 2) Provides assistance to other board members, as requested.
- 3) Helps coordinate and prep presenters related to meeting agenda items.
- 4) Acts as the liason for resident(s) or business(es) in dealing with neighborhood issues.
- 5) 'Keeps an ear to the ground' to bring neighborhood issues to the Board.
- 6) Distributes physical copies of Agendas, Meeting Minutes, Newsletters, etc. at select

locations

- a) Parks
  - b) Schools
  - c) Downtown
  - d) Belmont Carlton Business 'Partners'
  - e) As requested by individual residents that do not have access to digital versions.
- 7) Business Liason – annually addresses the need for a Downtown Belmont Business Association.
- 8) Coordinates with & oversees the 'Block Captains'

## POSITIONS APPOINTED BY THE BOARD

### Special Events Coordinator

Plans special events, such as co-sponsorship of the TomTom festival, picnics, potlucks, etc. under direction of the Board.

### Belmont Bash Committee Co-Chair

Plans the Belmont Bash with the Committee Chair, under direction of the Board.

### Special Projects Coordinator

Plans and coordinates project specific events, such as workshops, roundtables, speakers, etc. under direction of the Board.

### 'Block Captains'

Serves as the representative for residents and businesses within specific districts of the BCNA boundary. Brings issues and concerns to the At Large – Resident or Business Liason, as necessary. Reaches out to new residents/businesses within district.