



## **Suggested Duties for Neighborhood Association Officers**

### **PRESIDENT**

- ☐ SCHEDULE AND FACILITATE NEIGHBORHOOD MEETINGS AND EXECUTIVE OFFICERS MEETINGS
- ☐ CONTACT WITH THE CITY
- ☐ RECEIVE AND DISSEMINATE INFORMATION ON GRANTS AND PROGRAMS
- ☐ PUBLIC REPRESENTATIVE OF THE NEIGHBORHOOD ASSOCIATION
- ☐ SCHEDULE SPEAKERS
- ☐ KNOWLEDGABLE ABOUT ASSOCIATION BY-LAWS (\*IF APPLICABLE)

### **VICE PRESIDENT**

- ☐ ASSUMES LEADERSHIP DURING PRESIDENT'S ABSENCE
- ☐ ASSISTS PRESIDENT IN ASSOCIATION BUSINESS AND EFFORTS
- ☐ RESEARCH PROGRAMS AND ACTIVITIES
- ☐ KNOWLEDGABLE ABOUT ASSOCIATION BY-LAWS (\*)

### **TREASURER**

- ☐ COLLECT DUES (\*)
- ☐ ASSIST PRESIDENT AND VP IN GRANT APPLICATIONS-MANAGEMENT
- ☐ ESTABLISH AND MAINTAIN FINANCIAL ACCOUNTS
- ☐ KNOWLEDGABLE ABOUT ASSOCIATION BY-LAWS (\*)

### **SECRETARY**

- ☐ KEEP MINUTES OF ALL MEETINGS
- ☐ KEEP RECORDS OF MEMBERSHIP AND DUES
- ☐ DISSEMINATES MEETING MINUTES AND MAINTAINS RECORDS
- ☐ KNOWLEDGABLE ABOUT ASSOCIATION BY-LAWS (\*)

## **EXPECTATIONS OF PUBLIC (VS. PRIVATE) REGISTERED NEIGHBORHOOD ASSOCIATIONS:**

- ☐ BE INCLUSIVE - REGULAR ASSOCIATION MEETINGS AND OTHER ASSOCIATION SPONSORED EVENTS MUST BE OPEN TO ALL WHO RESIDE WITHIN BOUNDARIES OF ASSOCIATION.
- ☐ PUBLICIZE MEETINGS – REGISTERED ASSOCIATIONS HAVE AN OBLIGATION TO MAKE A GOOD FAITH EFFORT TO PUBLICLY ANNOUNCE REGULARLY SCHEDULED ASSOCIATION MEETINGS. EXAMPLES OF A GOOD FAITH EFFORT INCLUDE AT LEAST ONE THE FOLLOWING: DELIVERING MEETING ANNOUNCEMENTS DOOR TO DOOR, EMAIL, TELEPHONE TREE, POSTING MEETING NOTICES AT THE ENTRANCE TO THE MEETING LOCATION, SIGNS AT KEY NEIGHBORHOOD STREET INTERSECTIONS.