

# **Common Neighborhood Association Board Positions and Typical Responsibilities**

## **Chair/President**

- Facilitate all neighborhood meetings
- Act as main contact for the neighborhood association
- Set agenda for each meeting, adding approved requests as needed
- Work with Secretary to maintain accurate records including: agendas, meeting minutes and attendance sheets for all neighborhood association meetings
- Follow processes and procedures outlined in the organization's bylaws and ONI Standards
- Delegate and supervise officer and committee member responsibilities

## **Vice Chair/Vice President**

- Assist with planning of neighborhood association meetings
- Plan and facilitate neighborhood meetings when chair is absent
- Help maintain accurate records, respond to mail and attend other meetings of importance to the neighborhood association as agreed upon.
- Become familiar with the neighborhood association's bylaws and ONI Standards

## **Secretary**

- Take accurate meeting minutes
- Maintain meeting documents such as minutes, attendance/sign-in and other relevant documentation.
- Send approved monthly meeting documents to your coalition each month
- Help neighborhood association Chair and Vice-chair plan neighborhood association meetings
- Become familiar with the organization's bylaws and ONI Standards
- File and submit copies of annual report to Secretary of State
- Submit copies of bylaws to coalition when updated

## **Treasurer**

- Responsible for neighborhood association funds
- Keep necessary records and/or journals
- Balance bank statements
- Give financial report to neighborhood association
- File and submit copies of financial report to Department of Justice (CT-12)
- File IRS 990-N

## **Communications Chair**

- Spearhead neighborhood association communications projects such as newsletters and websites
- Assist with outreach and promotion of neighborhood association events, activities, and efforts

## **Greeter / Membership Chair**

- Greet attendees at neighborhood association meetings and events. Explain meeting sign-in; membership and notification lists. Answer questions about meeting process and agenda.
- Follow-up phone contact with new members and attendees after the meeting.

## **Coalition Board Member**

- Serve as an liaison between neighborhood association and coalition
- Maintain communication between the neighborhood association and coalition on issues/events and activities.
- Advocate for coalition services and programs that respond to neighborhood and community concerns and interests

## **Land Use Committee Chair**

- Receive land use reviews and provide a summary report of notifications at monthly meetings
- Follow neighborhood association's procedure on developing a response to land use reviews
- Draft and send neighborhood association's response to land use reviews
- Represent the neighborhood at the coalition's Land Use Committee