



SYCAMORE SQUARE NEIGHBORHOOD ASSOCIATION

Duties Of Board Members

PRESIDENT - Time commitment: 6 - 15 work hours a month, including monthly meetings

- Chair meetings
- Act as point person to exterior organizations (or delegate those duties to willing Board Members); represent Board and Organization at community meetings and events
- Lead the Board by setting the agenda and goals for organization
- General supervision of the Board operations and Board membership, to ensure proper functioning in the performance of its responsibilities.

[From the SSNA Bylaws: The President shall be the chief executive officer of the Association and has, subject to the control of the Board, general supervision, direction, and control of the business and officers of the organization. The President shall preside at the meetings of the Board and Membership, and serve as a spokesperson to the community and the City of Los Angeles.]

VICE PRESIDENT - Time commitment: 5-9 work hours a month including monthly meetings

- Support and assist the President, Secretary, and members in the implementation of their duties
- Represent Board and Organization at community meetings and events
- Perform the duties of the President in the President's absence, including setting agenda, leading monthly meetings and general supervision of the Board.

[From the SSNA Bylaws: The Vice President shall assist the President as needed and, in the absence or disability of the President, the Vice President shall perform all the duties of the president and when so acting shall have all the powers of, and be subject to, all the restrictions of the President.]

SECRETARY - Time commitment: 5-10 work hours a month including monthly meetings

- Take minutes at meetings and circulate them to Board at least 1 week prior to their approval
- Submit approved minutes to webmaster for upload and archiving
- Send email to Board 1 week ahead of meeting to confirm attendance and quorum
- Circulate Agendas for meetings
- Keep and update calendar of Board meetings & community events and membership rosters

[From the SSNA Bylaws: Secretary. The Secretary shall maintain custody of the Association's records, keep minutes of all meetings, and maintain the Association's membership roster and mailing list(s).]

TREASURER - Time commitment: 4-5 hours a month including monthly meetings

- Make projections regarding funding needs of the organization
- Maintain accounts, provide updates on funds, approve spending
- Giving a report at the meetings.
- Keeping records that will allow a committee to audit the books at the end of the fiscal year.
- Balancing and reconciling the checking account.

[**From the SSNA Bylaws:**The Treasurer shall maintain custody of the Association's funds and securities, and keep a full and accurate account of all receipts and disbursements in books belonging to the Association. The treasurer shall deposit all receipts to the credit of the Association at such banks and/or financial institutions as the Board of Directors shall direct. The Treasurer shall disburse the Association's funds and securities only as the Board directs, or as these bylaws prescribe. The Treasurer shall make a monthly report at Board meetings, and periodic reports and Membership meetings and the Annual Meeting.]

WEBMASTER/ARCHIVIST - Time commitment: 4-5 hours a month including monthly meetings

[Note: Per the SSNA By-laws, this position is not a Board officer, giving the SSNA the flexibility to appoint a non board director.]

- Upkeep SSNA website, including:
 - Website back-ups and update
 - Post meeting minutes/agendas as provided by Secretary
 - Post document updates (agendas/minutes) as needed
 - Post upcoming events on the website.
- Upkeep SSNA Mailchimp; work with Secretary to ensure mailing list is scrubbed several times a year
- Compose and send monthly meeting announcement Emails in coordination with President and Secretary
- Maintain SSNA Archive in Google drive folder for documents including minutes and agendas

SOCIAL MEDIA MANAGER - Time commitment: 2-4 hours a month including monthly meetings

- Work with members of the Board to post and update social media presence, including Facebook, Instagram and Nextdoor.

BOARD MEMBERS AT LARGE - Time Commitment: 2-4 hours a month including monthly meetings

- Respond in a timely fashion (< one week) to Board emails
- Attend SSNA meetings and other community meetings and events
- Engage with the neighbors, face-to-face and on social media, to promote the SSNA and its activities and meetings, in order to raise awareness of neighborhood issues and encourage participation in the SSNA.