



VPNA Officer and Board Member Position Descriptions

PRESIDENT

- Serves as chairperson and is a voting member of the board.
- Coordinates meetings and sets meeting agendas based on input from board members and requests from outside presenters (such as Neighborhood Housing Services, or various city agencies that wish to give updates or make presentations to the board).
- Serves as the main point of contact for the city, other organizations, and residents. Meets occasionally with members of other neighborhood associations at summits or informal meetings to share ideas and represent the Veterans Park Neighborhood.
- Disseminates information to the rest of the board.
- Keeps tabs on all events, ongoing grant projects, and other board projects.
- Files any required paperwork to the City (e.g. the Neighborhood Annual Report) and is the final signing authority on grant receipts that have been voted on by the board.
- Attends and helps organize VPNA-sponsored events.

VICE PRESIDENT

- Serves as a voting member of the board.
- Performs the president's responsibilities (signing authority, meeting coordination) in the event the president is not available or resigns.
- Assists in planning meeting agendas and helps with succession planning—i.e., recruiting (although all board members typically do this).
- Attends and helps organize VPNA-sponsored events.

BOARD SECRETARY

- Serves as a voting member of the board.
- Takes notes during meetings and disseminates the meeting minutes to the board, and ensures they are posted to the VPNA website.
- Attends and helps organize VPNA-sponsored events.

BOARD TREASURER

- Serves as a voting member of the board.
- Manages VPNA finances and bank accounts, and updates the board on budgetary items.
- Files tax statements.
- Distributes tax receipts/thank you letters to donors.
- Attends and helps organize VPNA-sponsored events.



SUB-NEIGHBORHOOD CHAIR

- Serves as a voting member of the board.
- Keeps abreast of issues and needs within their sub-neighborhood and updates the board as necessary.
- Serves as the main point of contact for residents who wish to have their needs heard and, when necessary, disseminates board information to the residents of their sub-neighborhood.
- Provides input on board decisions.
- Attends and helps organize VPNA-sponsored events.
- Can volunteer, as personal time and desire permits, with other board activities such as grant writing or media outreach.