

**SIERRA CURTIS NEIGHBORHOOD ASSOCIATION
BOARD ROLES AND RESPONSIBILITIES**

Adopted September 12, 2005

Section 1: Officers

SCNA Board President

The President is the senior volunteer leader of the Sierra Curtis Neighborhood Association. The President presides at all meetings of the Board of Directors, the Executive Committee, the annual membership meeting, and other meetings as required. The President may delegate authority to preside any meeting as he or she sees fit.

The President is an ex officio member of all committees of the organization. The Board President oversees implementation of corporate and local policies and ensures that appropriate administrative systems are established and maintained.

Key Responsibilities

- 1) Works with the Executive Director, Board officers, and committee chairs to develop the agendas for Board of Directors meetings and membership meetings and presides at these meetings.
- 2) Appoints members and volunteers to key leadership positions, Board committees and service committees, subject to the approval of the full Board.
- 3) Acts as chief liaison in communications between Executive Director, Executive Committee and the Board; Reviews and approves Executive Director time sheets, contracts and time off.
- 4) Recognizes his or her responsibility to set a leadership example for other Board members.
- 5) Works with the Board of Directors, paid staff and volunteer leaders, in accordance with SCNA bylaws, to establish and maintain systems for:
 - Planning the organization's human and financial resources, recommending priorities for future development and leading implementation collaboration.
 - Reviewing operational and service effectiveness and recommending priorities for future development.

SCNA Board Roles and Responsibilities

- Monitoring fiscal affairs.
- Maintaining a public relations program to ensure community awareness and involvement.
- Ensuring ethical standards.

Term Details

Elected by: Board of Directors
Length of Term: One year
Time Commitment: Negotiable to meet the requirements of the organization
Reports to: Board of Directors

Qualifications

- Commitment to SCNA and its values.
- Understanding of the association's objectives, organization and services, and the responsibilities and relationship of paid and volunteer staff.
- Knowledge of, and influence in the community.
- Ability to grasp, develop and articulate concepts and ideas and effectively communicate objectives to the Board of Directors, neighbors and the community.

SCNA Board Vice President

Key Responsibilities

- 1) Acts for the President of the Board of Directors in his or her absence.
- 2) Assists the Board President in the execution of his or her duties.
- 3) Coordinates liaison activities as required.
- 4) Serves on the executive and other committees as appropriate.
- 5) Performs any other duties as assigned by the Board president and the organization's bylaws.

Term Details

Elected by: Board of Directors
Length of Term: One year
Time Commitment: Negotiable to meet the requirements of the organization
Reports to: Board of Directors

SCNA Board Secretary

Key Responsibilities

- 1) Keep, or cause to be kept, written minutes of all meetings of the Board, of the members, and of the Executive Committee at the principal office. The minutes shall indicate the time and place of meeting, whether the meeting was regular or special, and if special, how authorized, the notice given, the names of those present, and shall contain a summary of the proceedings at the meeting.
- 2) In advance of each Board meeting, prepare and provide written minutes of the prior session of the full Board, duly noting votes taken and resulting action items.
- 3) Maintain the official list of Board members in accordance with established procedures.
- 4) Maintain Board attendance records.
- 5) Prepare and submit timely Board notes for publication in the association's newsletter, *The Viewpoint*.
- 6) Ensure that a master file is maintained for organization including current copies of the following:
 - Articles of Incorporation
 - Bylaws
 - Tax-exempt information
 - Financial Audits
 - Approved budget
 - Signatory list
 - Policies and Procedures

SCNA Board Treasurer

The Treasurer, jointly with the Board President and Finance Committee chair, if other than the Treasurer, ensures that current records are maintained, reflecting the financial condition of SCNA. These records will include cash, outstanding advances, investments, accounts receivable and other assets, accounts payable, and fund balances (net assets).

Key Responsibilities

- 1) Control all SCNA funds
- 2) Participate in the preparation of the budget.
- 3) Ensure that accurate books and records on the association's financial condition are maintained.

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- 4) Ensure that the assets are protected and invested according to corporate policy.
- 5) Ensure that SCNA complies with corporate and statutory reporting requirements.
- 6) Ensure that comprehensive financial reports to the Board are prepared and presented in a timely and accurate manner.
- 7) Ensure that the complete records of the organization are available to the individual, or individuals, preparing the annual financial statements.
- 8) Ensure that all checks over five hundred dollars (\$500) shall be signed by two authorized signatories as specified in Article IX, Section 1 of the Bylaws.
- 9) Performs all duties incident to the office of the Treasurer.

Term Details

Elected by:	Board of Directors
Length of Term:	One year
Time Commitment:	As required to accomplish major duties
Reports to:	Board of Directors

Qualifications

The Treasurer must display a commitment to SCNA and an understanding of the organization and its principles, mission, goals, services, and the responsibilities and relationships of governance and management of paid and volunteer staff.

The Treasurer must also display the following:

- An understanding of the record keeping, accounting systems, and financial reports required by the organization.
- An ability to work with the accountant, bookkeeper and auditors, as required.
- An understanding of needs for SCNA services, as well as the financial and human resources.

Leadership Development Opportunities

The Treasurer should have the opportunity to attend and to participate in training courses, professional conferences and educational seminars as appropriate.

Section 2 SCNA Executive Committee

The SCNA Executive Committee shall consist of the officers of the Board of Directors and one at-large member elected by the Board. The Committee shall

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meet as required on matters of routine management of the association and shall have the power to act on behalf of the Board if action is required prior to the next Board meeting. The committee shall keep regular minutes of its proceedings and report the same to the full Board at the next regularly scheduled meeting.

Duties And Responsibilities

- 1) Provide input to the President and Executive Director in the planning of meeting agendas.
- 2) Prepare the agenda for each regular and any special membership meetings.
- 3) Participate in the selection and supervision of the Executive Director. Conduct an annual performance review of the Executive Director.
- 4) Approve and/or assist in long-range planning. Review progress towards Board goals.
- 5) Regularly review the financial status of SCNA.
- 6) Propose an annual budget for SCNA to the Board of Directors at the Board's regular June meeting.
- 7) With input from the Finance Committee and Executive Director, manage and revise the SCNA budget on an ongoing basis. Committee revisions are not to exceed two thousand five hundred dollars (\$2,500) per year for each Board-approved budgetary category.
- 8) Conduct informal periodic evaluations of Board functions and report findings to the full Board of Directors.
- 9) Establish procedures for maximum utilization of Board member potential.
- 10) Coordinate and manage the working relationships among the various committees of SCNA.
- 11) Act in lieu of the Board between Board meetings as needed to address emergencies and maintain the smooth operation of SCNA. Inform the Board of any actions taken at the next Board meeting and secure ratification as needed.
- 12) Undertake other duties specified by the Board.
- 13) Develop a process for Board implementation of a strategic plan.
- 14) The Executive Committee shall form an Ad Hoc Nominations Committee of any three (3) or more Directors who shall present a slate of prospective Directors to the Board of Directors one month prior to SCNA's regular membership meeting.

Section 3: SCNA Executive Director

Duties And Responsibilities

- 1) The Executive Director shall assist the Board and all standing committees in preparation of their required annual reports and budget requests, generating necessary data, information and analysis as it concerns the Sierra 2 Center and operations.
- 2) Once annual reports and plans are decided on by the full Board, the Executive Director shall be responsible for carrying out the mandates and implementation embodied in the plans and the annual SCNA budget as directed by the Board.
- 3) To the extent reasonable, the director shall plan and attend meetings of the standing committees on a regular basis
- 4) The Executive Director reports to the entire Board but has as his/her primary contact the president of SCNA, who shall mediate in matters of overlapping requests or excessive demands on the Executive Director's time.

The Executive Director shall make regular monthly written and oral reports to the entire Board detailing work accomplished during the previous month.

Section 4: Standing Committees

Standing Committee Chairs are responsible for providing written reports of all Committee meetings, including attendance, issues discussed, and action taken, for each period between full Board meetings. Reports should be submitted to the Executive Director for inclusion in the Board packets distributed prior to each Board meeting.

Finance Committee

- 1) Prepare a monthly financial report for presentation at each Board meeting.
- 2) Conduct an on-site review of the fiscal operations of SCNA at least quarterly. On-site review duties include the following:
 - Verify that balance sheet accounts tie to external and subsidiary statements and ledgers.
 - Verify that approval processes for disbursements are being adhered to and that amounts paid to vendors are correct.
 - Review Accounts Receivable aging and the Contract Log to verify

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that collection efforts are timely.

- Review random contracts to verify that billing rates are adhered to and payments have been received.
 - Compare actual income and expense to budget and determine the cause of significant variances.
 - Randomly select and review time cards and Paychex records to determine that payroll amounts are correct and records are in good order.
 - Randomly select and review customer invoices and determine that amounts billed are correct.
- 3) Ensure that SCNA maintains a cash reserve for capital improvements in an amount specified in SCNA's lease with the City of Sacramento.
 - 4) Prepare or cause to be prepared annual tax documents as required by state and federal law, and quarterly and year-end financial statements, including statements of assets and liabilities.
 - 5) Review annually the costs and adequacy of insurance coverage.
 - 6) In accordance with the financial review provisions contained in Article VII of the Bylaws, procure the services of an independent outside firm to conduct such review of SCNA's finances as the Board deems necessary.
 - 7) Undertake other duties specified by the Board.
 - 8) Oversee revenue and expenses from Viewpoint, the monthly publication of SCNA.

Facilities Committee

- 1) Based on the Board's vision for use of the Sierra 2 Center, recommend resident tenant mix and tenant acquisition strategies and policies, including lease provisions, for presentation to and approval by the Board no later than two months prior to the Board's June meeting.
- 2) Conduct an annual tenant survey to ascertain tenant satisfaction and needs. The survey shall be completed no later than the third quarter of each fiscal year. Findings shall be presented to the Board no later than two months prior to the Board's June meeting.
- 3) Conduct a resident tenant meeting annually.
- 4) Resolve the concerns and complaints voiced by the Sierra 2 Center's tenants at the request of the Executive Director.
- 5) Recommend strategies, policies, and rates for the block and one-time users of the Sierra 2 Center activity spaces for presentation to and

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- approval by the Board no later than two months prior to the June meeting.
- 6) Work with the Executive Director to market and maximize the use of the Sierra 2 Center's facilities available to block and one-time users.
 - 7) Oversee the operation and maintenance of, and necessary physical improvements to, the Sierra 2 Center.
 - 8) Work with the Executive Director to develop an annual plan for the maintenance and repair of the Sierra 2 Center, including furnishings replacement. In conjunction with the development of the annual budget, present this plan for approval by the Board no later than two months prior to the Board's June meeting.
 - 9) Work with the Executive Director and Finance Committee to establish a five year capital improvement plan and estimated budget to cover major improvements such as roofing, exterior painting, electrical upgrades, etc. In conjunction with the development of the annual budget, update the capital improvement plan annually and present it for approval by the Board no later than two months prior to the Board's June meeting.
 - 10) Undertake any other duties needed to manage the Sierra 2 Center, pursuant to the general operating policies established by the Board.

Personnel Committee

- 1) Annually propose to the Executive Committee a compensation package for the Executive Director.
- 2) Recommend Board members to serve on an independent Ad Hoc grievance committee as necessary, subject to a majority vote of the Board.
- 3) With the Executive Director, conduct an annual review of the employee benefits and compensation package and present its recommendations to the Board at the April Board meeting.
- 4) With the Executive Director, conduct an annual review of the number and types of employees and their job descriptions.
- 5) Review the SCNA Employee Manual and make recommendations for changes, if necessary.
- 6) Serve as the official Level Two of the Grievance Procedure as outlined in the SCNA Employee Manual.

Development Committee

- 1) Keep, or cause to be kept, proper membership records.

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- 2) Develop plans and activities to expand membership.
- 3) Serve as Ombudsman on behalf of members concerning membership issues.
- 4) Organize membership meetings.
- 5) Disseminate or cause to be disseminated, through the Viewpoint and other media as appropriate, information in a timely manner regarding the activities of SCNA and other matters of interest and concern to the Sierra Curtis Neighborhood.
- 6) Develop strategies annually for increasing income contributed from SCNA members. Set fundraising goals in the annual budget and work to meet those goals.
- 7) Oversee all SCNA special events conducted by subcommittees, including but not limited to: Home & Garden Tour (April), Flea Market June), Music in the Park (June, July and August), Wine Tasting & Silent Auction (October).
- 8) Plan and implement Board training and development programs.

Neighborhood Concerns

- 1) Develop strategies and sponsor programs to respond to issues of concern to the neighborhood.
- 2) Monitor land use decisions made by the City of Sacramento and its Planning Commission.
- 3) Spend SCNA funds for activities or projects under its control, as set forth in SCNA's budget by the Board or as revised by the Executive Committee.