



BOARD POSITION DESCRIPTION

Overview

Sierra Curtis Neighborhood Association (SCNA), is a 501c3 non-profit membership organization working to promote inclusiveness, awareness, and involvement for a safe, vibrant neighborhood and actively participates in preserving the heritage of and enhancing the quality of life in the Curtis Park neighborhood. Founded in 1981, the neighborhood joined together to save Sierra School, scheduled for demolition. The result was a transformation of the building into Sierra 2 Center for the Arts & Community, a regional incubator of the arts, education, culture, and community activities.

SCNA is responsible for promoting the general welfare of neighborhood residents, fostering good racial and community relations, while advocating and underwriting educational community and recreational events. SCNA is solely responsible for the management, upkeep and usage of the Sierra 2 Center – a unique and powerful gathering place for all.

Declaration of Candidacy

Board positions require a time and energy commitment that should not be underestimated. Candidates are urged to consider personal priorities for the next year as well as the ways to contribute to the development of the organization.

Board Member responsibilities include attendance at regular board meetings (average 12 per year), as well as teleconference meetings and active electronic conversations as part of the Board. Board members also hold a fiduciary responsibility for management of organizational capital and ensuring appropriate filings with federal, state, and local authorities consistent with the organization's status as a 501(c)(3) nonprofit organization.

The Board of Directors may have up to 23 voting members. Terms are for 2 years.

Resources are available to prospective members on our website www.sierra2.org, and include program overviews, calendar of events, strategic plan and operating principles. Bylaws, FY Budget and other documents are available upon request.

Time and Expectations: The average monthly commitment for board activities = 8 – 10 hours per month.

Meetings & Events :

- Board Meetings – monthly, typically the first Wednesday of every month. The attendance policy allows for removal from the board if three consecutive meetings are missed without notice.
- Committee Work - The SCNA board of directors has several committees that work in conjunction with the SCNA executive director. An average of 1-3 hours is the norm for this work.
- Annual Meeting –held in January, the membership gathers to hear updates & vote on a directors' slate.
- Fundraiser (s) board members are encouraged to participate as needed/required.
- Events: Members are encouraged to attend and support SNCA activities, such as the Home Tour, Fall Wine event, Music in the Park, public and membership meetings as board representatives.

Expectations:

Members are expected to commit to reviewing the board meeting agenda packets and spend approximately 2 hours, one evening per month at SCNA board meetings. If you cannot attend a meeting, you should notify the SCNA president beforehand.

Members should develop a general understanding of the SCNA bylaws, which govern the association. Members should recognize that, under the bylaws, board meetings will be governed as necessary by Roberts Rules of Order by the Board President as chair (or any other officer in his/her absence).

Members should recognize the SCNA board president and executive director as the official association representative for purposes of communications with outside agencies (e.g. the City of Sacramento, media) and that other board members may only speak on behalf of SCNA when expressly delegate this authority.

Financial Considerations

Donations: As with any Board, members will be asked for a cash or in-kind donation; 100% participation is sought; the amount is optional, but we ask that board members consider giving at a leadership level. Board members should maintain an active membership status during their term.

To apply: Submit the one-page Board Application on our website [Link HERE](#)
Questions? Please contact Danielle Whitmore, executive director @ Danielle@sierra2.org