

Position Name – Chair

Overview / General Purpose

The Chair leads the Neighborhood Council, whose mission is to improve quality of life for everyone who lives and works in the neighborhood.

Position Role

- Officer position that is elected annually by a vote of the membership
- Nominal head of the organization (Primary contact)
- Presides over membership and board meetings

Position Responsibilities

- With board consent, prepares agenda for membership meetings (at least 4 days before monthly meeting)
- Prepares agenda for board meetings (at least 1 day prior to board meeting)
- Confirm guest speaker for each membership meeting
- Ensures that organization adheres to bylaws and corporate articles
- Ensures timely council response to public and media inquiries
- Ensures timely council response to government deadlines and inquiries
- Oversees business and expenditures of the organization
- Assigns liaison and committee members with consent of board
- Ensures committees respond to issues and inquiries
- Represent (personally or through designee) the NC at official functions and Community Assembly
- Ensures that state and federal tax exempt status is maintained annually (if applicable)

Key Objectives

- Efficient management of membership and board meetings
- Identification of neighborhood concerns and needs, and ensuring discussion of those concerns and needs
- Lead strategic direction and planning in support of the neighborhood
- Constructive representation of the Neighborhood Council within City Hall and in the community

Liaison to Spokane City Departments / Committees

- Office of Neighborhood Services
- Community Assembly (secondary, after Vice-Chair)
- Mayor and City Council, as needed
- Other city departments from time to time

Position Overlaps

- Vice-Chair
 - Community Assembly
- Secretary (Assures preparation and circulation of agenda and meeting notices)
- Treasurer (Signatory on bank accounts, possesses PO Box key, if applicable)

Position Name – Vice-Chair

Overview / General Purpose:

The Vice-Chair assists the Chair in leadership of the Neighborhood Council, whose mission is to improve quality of life for everyone who lives and works in the neighborhood.

Position Responsibilities:

Officer position that is elected annually by a vote of the membership

- Secondary head of the organization in chair's absence.
- Reviews chair-prepared agenda for board and membership meetings, make recommendations
- In coordination with Chair, ensures timely council response to public and media inquiries
- In coordination with Chair, ensures timely council response to government deadlines and inquiries
- Ensures council committees respond to issues and inquiries in a timely manner
- Represent the NC at Community Assembly, official functions and community organizations/events when assigned by Chair
- Secondary [to Chair] as signatory to ONS or other governmental documents

Key Objectives

- Effective representation of Neighborhood Council at Community Assembly
- Efficient management of membership and board meetings, in coordination with the Chair.
- Identification of strategic needs and ensuring discussion of those needs
- Constructive representation of the council within City Hall and in the community

Liaison to Spokane City Departments / Committees

- Office of Neighborhood Services
- Community Assembly (attend monthly meeting)
- Mayor and City Council, as needed
- Other city departments as needed

Position Overlaps:

- Chair
 - Community Assembly
- Secretary
 - Preparation and circulation of agenda and meeting notices
- Treasurer
 - Signatory on bank accounts

Position Name – Board Secretary

Overview / General Purpose

The Secretary maintains all Neighborhood Council documents as required in the Bylaws, and ensures minutes are submitted to ONS in a timely manner.

Position Role

Officer position that is elected annually by a vote of the membership.

- Maintains original and/or official XXNC corporate binder
- Maintains all NC digital information and documents
- Takes minutes at board and membership meetings
- Circulates draft minutes to board and membership for review and approval
- Distributes NC documents and information via email
- Notifies NC membership of scheduled meetings and other announcements

Position Responsibilities

- Shares membership minutes with ONS (currently sent via email with meeting announcement)
- Ensures membership approval of meeting minutes by board and membership
- Monitors NC gmail (email) and Google Voice (phone calls/voicemails/texts) and refers inquiries to appropriate NC contact as needed
- Sends email announcements and meeting reminders to membership

Key Objectives

- Ensures board and members receive and review minutes in a timely manner
- Ensures ONS receives NC minutes and documents as required
- Maintains current copy of NC bylaws
- Creates and maintains updated binders for each board position, to include bylaws, role descriptions and other useful NC information
- Ensure new board members know how to access NC gmail, phone, website and social media

Liaison to Spokane City Departments / Committees

- Office of Neighborhood Services (ONS) Liaison

Position Overlaps

- Membership Chair
 - Maintain current membership list
 - Maintain current contact list (e.g., City Hall contacts, media)
- Communications Chair
 - Website design
 - Social media announcements and presence

Position Name – Treasurer

Overview / General Purpose:

To ensure proper treasury and accounting functions for the Neighborhood Council, and maintain both proper corporate standing with Washington Secretary of State and compliance with IRS requirements for 501(c)(3) organizations (if applicable).

Position Role and Responsibilities

Officer position that is elected annually by a vote of the membership

- Records and monitors the deposits, expenses, and accounts of NC
- Obtain and secure for deposit all funds payable to or received by NC
- Monitor the fiscal and financial situation of the organization to advise and inform the board and membership
- Reports financial status to NC board and membership
- Build an annual budget in January for board and membership consideration
- Create annual report for board and membership
- Keep non-profit status current with annual filings, Federal 990 form, and Sec'y of State
- Write checks and make deposits as required and approved by the NC board

Key Objectives

- Maintain NC solvency and financial sustainability
- Ensure NC board approval for all expenses

Liaison to Spokane City Departments / Committees

- None

Position Overlaps

- Signatory authority on NC accounts
- Post office box key with Chair

Position Name –Clean-up Coordinator

Overview / General Purpose

On behalf of Neighborhood Council, organize neighborhood clean-up events per Office of Neighborhood Services (ONS) guidelines.

Position Role and Responsibilities

- Position that is appointed annually by the Chair with Board consent
- Primary contact for annual clean-up services funded by the City of Spokane
- Attend orientation meetings facilitated by ONS regarding annual clean-up program.
- Inform board members of clean-up program deadlines and requirements
- Inform membership of scheduled clean-up program activities (e.g., disposal passes, roll-off events)
- Organize clean-up events, including scheduling, volunteer recruitment and training, marketing, implementation and
- Submit application for clean-up program in a timely manner
- Ensure that neighborhood clean-up events conform to ONS requirements
- Identify clean-up events that best match the needs of neighborhood residents
- Utilize the maximum funding provided by ONS for clean-up activities
- Increase membership through marketing and implementation of clean-up activities

Liaison to Spokane City Departments / Committees

- ONS
- City of Spokane Solid Waste Department
- COPS Shop

Position Overlaps

- Board Chair
- Communications Chair
 - Marketing of clean up events
- COPS Liaison

Position Name – Chair, Parks & Open Space Committee

Overview / General Purpose

Ensure that parks and open spaces in the Neighborhood Council boundaries are accessible and enjoyable for all members of the community.

Position Role and Responsibilities

- Position that is appointed annually by the Chair with Board consent
- Primary contact for issues related to parks and open spaces in the neighborhood
- Advise NC board and membership on issues and activities related to parks
- Maintain positive working relationship with Spokane Parks & Recreation staff
- Organize and facilitate meetings related to parks and open spaces
- Monitor maintenance needs in City parks and open spaces, and work with appropriate agencies to ensure that maintenance is performed in a timely manner
- Organize volunteer efforts to improve and maintain parks and open spaces
- Identify and apply for funding sources for improvements to parks and open spaces

Key Objectives

- Improve and maintain the quality of neighborhood parks and open spaces
- Promote park usage by organizing activities and programs
- Preserve natural resources by minimizing human impact on plants and wildlife
- Collaborate with community groups on activities that enhance parks and open spaces

Liaison to Government Departments / Committees

- Spokane Parks & Recreation Department
- Spokane Urban Forestry Department
- Spokane Police Department
- Public Works Department
- Code Enforcement
- State and County natural resource agencies

Position Overlaps

- Traffic Chair
- Events Chair
- NC Chair
- COPS Liaison
- Communications Chair

Position Name – Membership Chair

Overview / General Purpose

The membership chair maintains a current and accurate list of Neighborhood Council members, and is responsible for gathering and presenting nominations for the annual election of board positions.

Position Role and Responsibilities

- Position that is appointed annually by the Chair with Board consent
- Primary responsibility for maintaining current and accurate membership list
- Determining whether quorum requirements are met at membership meetings
- Record attendance at membership meetings
- Solicit and present nominations for officer positions when noted per by-laws
- Oversee annual elections for officer positions
- To the extent practical, maintain list of associate members

Key Objectives

- Accurate attendance records
- Current and accurate list of voting members based bylaw eligibility
- Timely election of officers
- Refreshments

Liaison to Spokane City Departments / Committees

- None

Position Overlaps

- Secretary
 - For communications to active members
- Communications Chair
 - Community engagement through marketing / social media

Position Name – Communications Chair

Overview / General Purpose

Communications Chair manages social media and marketing to engage the community about neighborhood interests and NC activities

Position Role and Responsibilities

- Designs and maintains NC website and social media accounts
- Track login and password info for all website and social media accounts to ensure board access
- Create and publish marketing content on social media and website
- Serve as moderator on social media, monitor comments and report feedback to board
- Draft mailers for community events and coordinate printing with City of Spokane
- Ensure City neighborhood page for NC has up-to-date info (meetings and contacts)
- Respond to media inquiries as delegated by Chair

Key Objectives

- Update Bylaws to create committee chair
- Recruit Service Learning volunteer from Gonzaga School of Business and Marketing
- Update continuity binder with current login info/passwords for all accounts
- Create a working NC website by [date]
- Ensure website domain and website hosting are renewed annually on time

Liaison to Spokane City Departments / Committees

- City neighborhood website for NC (may not be the same as website owned and maintained by NC)
- Office of Neighborhood Services (ONS) for printing and mailing postcards
- Spokesman Review (meeting announcements or media inquiries)

Position Overlaps

- Chair
 - meeting announcements in Spokesman Review
 - Respond to media inquiries when delegated by Chair
- Secretary
 - uploading and maintaining documents in Google drive and NC website
 - Secretary creates continuity binder for Communications Chair
 - Meeting announcements to membership via email and social media
- Concert & Events Chair - Promoting events via website and social media
- Membership Chair
 - Community engagement via social media and website
 - Recruiting and retaining membership