

Board of Directors Responsibilities

Executive Board:

President:

- The President shall call and preside over meetings, guide the association in accomplishing its stated purpose, and ensure that the day-to-day operations of the association are carried out.
- Delegates areas of responsibility as well as specific tasks as needed to officers and orient, trains, and supervises them in the execution of these duties.
- Ensures that all essential functions of the Association are being carried out.
- Ensures the Treasurer and the President (self) have bank account signature authority for check writing privileges.
- Prepares monthly meeting agenda and distributes draft to executive board prior to meeting.
- Brings community resident and merchant concerns and questions to board meetings for discussion.
- Introduces self to Bayberry merchants and sponsors in order to build relationships for future event and activity donations.
- **At February Board Meeting** - appoints an election committee to compile the slate of candidates.
- **At June Board Meeting** - calls for nomination of two individuals to conduct an audit of the last fiscal year.
- **During the summer** - works with Board members to prepare a new fiscal budget for presentation at the September Board meeting.
- Ensures external entities, such as Empower FCU, insurance, IRS, United Church of Christ, Phoenix Press and Post Office are apprised of any changes in their BCA point-of-contact and alternate point-of-contact.
- Reviews the monthly newsletter and any other media releases prior to publication to ensure all content is appropriate and in the community's best interest.
- Monitors the Association email account and forwards emails to the appropriate parties.

1st Vice President:

- Attends and assists with BCA meetings.
- Represents the president when he/she is not available in accordance with the bylaws.
- Assumes responsibility for other BCA functions such as coordinator or chairships.
- Other duties as assigned by president.

2nd Vice President:

- Attends and assists with BCA meetings.
- Assumes responsibility for other BCA functions such as coordinator or chairships.
- Other duties as assigned by president.

Treasurer:

- Manages all fiscal activities of the BCA in accordance with Section VIII of the Bylaws including BCA bank accounts, receipt of invoice and issuance of payments, maintenance of financial records and preparation of monthly and annual financial reports.
- Prepares, presents, and duplicates for Board meeting attendees, a monthly financial report to include the balance of BCA bank accounts and expenditures since the last report.

- Receives invoices and issues payments for expenses such as rent, newsletter printing, web page hosting, insurance, and eligible volunteer reimbursement. Maintains receipt file for all BCA expenses.
- Receives member dues and Newsletter sponsor payments.
- Prepares and presents an overview annual budget status and paid member participation percentage.
- Informs donors of the tax-status of their contributions.
- Files annual IRS form 990-N at IRS site: www.irs.gov. Logon & password info is in the treasurer's notebook.
- Notifies IRS of changes in associations contact name and address for tax documents at 1-877-829-5500. Our Federal Identification Number: 23-7201133.
- Assures there is no more than \$50,000 of earnings taken in each year for purposes of IRS reporting.
- Collects mail from P.O. Box weekly and distributes to responsible Board and/or committee members.
- Creates an updated copy of the membership roster prior to the new membership drive, blanks out amounts collected last year and ensures Membership Drive Coordinator has access to this document.
- Assembles, prepares and makes available all documents required for the execution of the annual fiscal year audit.
- Provides Event Committee Chairs with an up-to-date membership roster as well as envelopes and membership cards.
- Assists President with transfer of bank accounts and insurance policies when new officers are elected.
- Ensures the Treasurer (self) and the President have bank account signature authority for check writing privileges.
- Assists the President and Executive Board with preparation of a new fiscal budget.

Secretary:

- Attends and assists with BCA meetings.
- Records minutes at Association meetings.
- Emails minutes to Association Media Coordinator within 3 days of a meeting.
- Distributes printed draft minutes at the next scheduled BCA Board Meeting for corrections and approval.
- Emails corrected minutes to Association Media Coordinator within 3 days of approval.
- Sets out meeting attendance sign in sheets at Association meetings.
- Sends get well or condolence cards to Bayberry residents or various community members on behalf of the BCA.
- Assumes responsibility for other BCA functions such as coordinator or chairships.
- Other duties as assigned by president.

Appointed Positions:

Media and Communications Coordinator:

- Attends and participates in all BCA meetings.
- Monitors Association email and other electronic channels by which messages are sent to the BCA
- Has administrative access to and manages all Association Media including the BCA website and Facebook account.

- Updates Association Media with neighborhood news, activities and events.
- Monitors accounts associated with the neighborhood such as Bayberry Nextdoor.
- Communicates resident input and concerns received to the officers and Board.
- Assists with recruitment of volunteers by communicating needs through Association media.
- Posts draft and revised Board meeting minutes to the BCA website.

Data Management Coordinator:

- Manages the cloud based document repository of the Association (Google Drive)
- Oversees access to said repository.
- Trains relevant Board member on use of the repository.
- Manage membership and contact information rosters including email to ensure they are up-to-date.

Area Representative Coordinator:

- Attends BCA meetings and serves as a channel of communication between area representatives and the Board of Directors.
- The Area Representative Coordinator shall maintain the Area Representatives roster and fill vacancies as they occur by advertising them in all Association media.
- Maintains a roster of alternate representatives.

Area Representatives:

- Distribute the BCA Newsletter to all the homes in their Area. Finds a substitute if unable to deliver newsletters in any month or contacts Newsletter Distribution coordinator if unsuccessful.
- Collect annual dues and submits them to their Dues Collection Coordinator by the annual deadline set by the Association.
- Pass on concerns of residents in their area to the Area Representative Coordinator
- Attends Board and Membership Meetings to be informed on issues relevant to them and explain their constituents concerns. (recommended but not required)
- Welcomes new residents in their area, Area Representatives are voting members of the Board of Directors. (recommended but not required)
- Assists the Area Representative Coordinator with recruitment of a replacement when no longer wishing to serve.

Events and Recreation Coordinator:

- Attends all BCA meetings.
- Prepares and presents a draft of the Annual Events Calendar for revision by officers at the planning meeting of the Executive Committee.
- Presents a revised draft of the Annual Events Calendar for input from the Board and residents at the first Board meeting of the fiscal year and calls for Event Chairperson volunteers.
- Recruits Event Chairpersons for positions still vacant through Association Media, email and networking.

Community Infrastructure Coordinator:

- Coordinates maintenance of landscaping of entrances.
- Advocates for upkeep and improvement of roads, signage and drainage.
- Oversees planting and maintenance of entrance planters.
- Attends BCA meetings to relay issues, participate in resolution.

Membership and Dues Committee Chair:

- Attends all BCA meetings to lead recruitment initiatives.
- Recruits volunteers to promote membership and provide information on the BCA at BCA events.
- Coordinates preparation of annual membership dues collection with assistance of the Treasurer.
- Update and print Membership Rosters for all areas.
- Order Membership Cards and return envelopes
- Update instructions for dues collection process.
- Assemble dues collection packets
- Deliver dues collection packets to the Newsletter Distribution Coordinator for subsequent delivery to all Area Representatives.
- Receive completed Membership Rosters and collected dues from Dues Collection Coordinators.
- Enter collection data into the master Dues Collection Roster.
- Compile total membership received and percentage of participation for each area with grand totals for the Association.
- Deliver collected dues and completed Membership Rosters to the Treasurer for filing and deposit.
- Deliver one copy of the Membership Roster to the Historian for the BCA files

Newsletter Editor:

- Compiles and edits neighborhood news, activities and events into the newsletter format.
- Submits draft newsletter to the BCA President for approval.
- Forwards newsletter file to the printer.
- Assists with recruitment of volunteer by communicating needs.

Newsletter Distribution Coordinator:

- Receives newsletters pre-bundled by area and count from the printer.
- Divides the area bundles into groups per the Newsletter Distribution Group spreadsheet for delivery to the four distribution assistants.
- Inserts a copy of the spreadsheet in each group package,
- Recruits and supervises newsletter distribution assistants with the help of the Area Representative Coordinator, Newsletter and Media Coordinators.

Newsletter Distribution Assistants (4):

- The four distribution assistants deliver area bundles to the Area Representatives in their assigned groups as listed in the Newsletter Distribution Group spreadsheet.
- Assists Distribution Coordinator with recruiting distribution assistants.

Volunteer Coordinator:

- Attends all BCA meetings.
- Track individuals who wish to volunteer with the assistance of the Welcome Committee chair.
- Ensure individuals are assigned appropriate roles.
- Assign simple tasks to initiate volunteers with limited availability.
- Organize yearly volunteer drive.

Town Affairs Representative:

- Regularly updates in person at BCA meetings or via email to the 2nd vice president.
- Review meeting agendas of the Town of Clay Board, Zoning Board and Planning Board as well as cultivate contacts to identify matters of interest to the Bayberry Community.
- Apprise the Executive Committee of these matters.
- Recruit individuals to attend pertinent meetings.
- Inform residents of relevant matters via summary reports at Board Meetings and in Association media.
- Represent the interests of the community at Town meetings.

School Affairs Representative:

- Regularly updates in person at BCA meetings or via email to the 2nd vice president.
- Review meeting agendas of the Liverpool School Board, attend relevant meetings and report on any matter that may be of interest to residents at BCA Board meetings and/or via Association media
- Represents the interests of the community at school board meetings.

Welcome Committee Chair:

- Identifies new residents via county sales records and input from residents.
- Prepares and distributes a 'Welcome Package' containing the 'New Resident Questionnaire' as well as Association and community related information.
- Receives and records information obtained in the 'New Resident Data Spreadsheet'.
- Forwards questionnaire information to the Newsletter Editor for publication, volunteer activity interests to the Events and Recreation Committee Chair, and interest in becoming becoming involved in the BCA to the Nominations Committee Chair.

Historian:

- Maintains BCA documentation files from all meetings, committees, events and other relevant community happenings.
- Serves a resource for the Board, residents and other parties interested in the history of the Bayberry Community.
- Promotes community consciousness of its history and identity through things like historical anecdotes in the newsletter and displays at BCA functions.
- Serves as a liaison with the town, county and other historical bodies in the community.
- Promotes preservation of and access to historical archive by organizing the gradual digitization of key artifacts.
- Promotes community by indexing, cataloguing and arranging for easy access to resources both physical and digital.