

# Heritage Park/Sumner-Glenwood Neighborhood Association

## Member of the Board of Directors

### Job Description and Expectations

**Purpose:** To advise, govern, oversee policy and direction, and assist with the leadership and general promotion of Heritage Park Neighborhood Association (HPNA) so as to support the organization's mission and needs.

**Mission or purpose statement:** The Heritage Park Neighborhood Association (HPNA) serves the geographical area also known as Sumner-Glenwood Neighborhood. HPNA's mission is centered on "working to together educate and empower the residents of Sumner-Glenwood and the Heritage Park community by creating a welcoming, self-sustaining unified community environment that values and embraces diversity."

#### **\*Major responsibilities:**

- Organizational leadership and advisement
- Organization of the board of directors, officers, and committees
- Formulation and oversight of policies and procedures
- Financial management, including adoption and oversight of the annual budget
- Oversight of program planning and evaluation
- Personnel evaluation and staff development
- Review of organizational and programmatic reports
- Promotion of the organization
- Fundraising and outreach

*\*Members of the board share these responsibilities while acting in the interest of HPNA. Each member is expected to make recommendations based on his or her experience and vantage point in the community.*

**Length of term:** This is a special appointment. 10 new directors will be appointed at our December 9th meeting. Those community members who are selected to join the HPNA board will serve a 6 month term starting December 9, 2013 that will end at HPNA's annual meeting in May 2014 at which time we will elect new members according to our bylaws. Board members, who were previously appointed, will be able to run for re-election at the annual meeting.

#### **Meetings and time commitment:**

- Board members/directors are asked to commit up to 10 hours of service a month to the board in the following way
  - Attend monthly meetings on the second Monday of the month, 6:30 p.m., at the Heritage Park Community Room. Meetings typically last 2 hours.
  - Be a member of at least 1 (one) committee of the board. Committees meet an average of 12 times per year, pending their respective work agenda.
  - Attend all in-service trainings, workshops and committees as assigned.

#### **Expectations of board members:**

- Attend and participate in meetings on a regular basis, and special events as able.
- Participate on a standing committee of the board, and serve on ad-hoc committees as necessary.
- Be alert to community concerns that can be addressed by HPNA's mission, objectives, and programs.
- Help communicate and promote HPNA's mission and programs to the community.
- Become familiar with HPNA's finances, budget, and financial/resource needs.
- Understand the policies and procedures of HPNA.
- Financially support HPNA in a manner commensurate with one's ability.