

October 1, 2015.

CENTURY WEST NEIGHBORHOOD ASSOCIATION (CWNA).

DUTIES AND RESPONSIBILITIES

Chair, Vice-Chair, Officer, Board Member, Committee Head, Webmaster /Data Base Manager and Board Coordinator Duties and Responsibilities.

1. Chair.

- a. Chair General Meetings, Board Meetings and Special Meetings.
- b. Perform such duties as the board and membership authorize.
- c. Spokesperson for CWNA.
- d. Create the monthly Board Meeting Agenda with board input.
- e. Attend quarterly NART (Neighborhood Assn. Roundtable) Meetings (3rd Thurs. of month)
- f. Arrange for board meeting room.
- g. Represent and present to the City Council annually.
- h. Co-develop 1-2 times per month E-communication to membership (CWNA News & Items of Interest).

2. Vice-Chair.

- a. Assume Chair duties during Chair's absence.
- b. Create, plan and produce General Membership Meetings.
- c. Assist the Chair with correspondence.
- d. Prepare and submit annual compliance requirements.
- e. Designated recipient of Chamber of Commerce communications; distribute to all Board Members, Board Coordinators, Webmaster and Committee Heads.

3. Secretary.

- a. Record minutes for each General, Board and Special Meeting, edit and distribute to all board members, board coordinators, webmaster and committee heads.
- b. Forward approved minutes to Website Manager within one week of approval.
- c. Update General Membership Meeting mailing brochures (Information and Membership Application, Membership Application, Agenda), provide pdf file to designated outside vendor and coordinate mailing to membership.

4. Treasurer.

- a. Budget liaison with City of Bend.
- b. Report at board meetings on expenses and balance.
- c. Co-sign all expense reports

4. Land Use Committee Head.

- a. Designated recipient of Land Use Applications from Community Planning Dept.
- b. Distribute summary of Land Use Notifications upon receipt for Newsletter to membership.

- c. Represent and attend (or designates attendee) all Land Use Public Meetings.
- d. Prepare Land Use status report, recommend actions and issue to Board.
- e. Prepare Land Use status report (when changes occur) for Newsletter.
- f. Report at Board Meetings.

5. Transportation & Traffic Safety Committee Head.

- a. Attend quarterly TSAC (Traffic Safety Advisory Committee) meetings (3rd Tues , 8:30am) and advocate issues concerning CWNA.
- b. Report at Board Meetings.

6. Membership Committee Head.

- a. Receive, review and validate all new membership applications.
- b. Email Website Manager with complete new member data.
- c. Develop and email each new member with customized “Welcome Letter”
- d. Maintain Membership Application file, alphabetically organized.
- e. Take leadership position in expanding membership.
- g. Report at Board Meetings.

7. Newsletter Editor.

- a. Co-develop 1-2 times per month E-communication to membership (CWNA News & Items of Interest).
- b. Publish 1-2 times per month CWNA Newsletter.

7. Website/Data Base Manager.

- a. Maintain CWNA website to include inputting approved Board Meeting Minutes, updating board/committee member names/data and develop complimentary news and page additions to the website
- b. Maintain membership data base on current basis.
- c. Issue quarterly abbreviated Ward membership data to each ward representative (name(s), address, phone number and Ward totals); issue abbreviated membership data to the Chair, Vice-Chair and Membership Head (names, address, phone number and totals by Ward).
- d. Maintain commitment to confidence of all member email addresses.

8. Noxious Weed Committee Head

- a. Represent CWNA to and with the Central Oregon Noxious Weed Group.
- b. Take the lead in coordinating the CWNA weed pull effort.
- c. Prepare weed-pull communications for distribution to the CWNA membership.

9. All Other Board Members.

- a. Volunteer to take on and head-up special projects as may be required (Community Clean-up, Noxious Weed Pull, Summit High School Alliance) and volunteer to help

Chair, Vice-Chair, Committee Heads with their duties and responsibilities. No Board Member should be without some duties and responsibilities.

10. Board Coordinators

- a. Act as a liaison between a Home Owners' Association and CWNA
- b. Bring issues and other relevant news to the attention of the CWNA Board
- c. Report on CWNA activities and policy stances to Home Owners' Association