

Over-the-Rhine Community Council Board Roles (Adopted October 23, 2017)

At the beginning of each new term the board of trustees (BOT) shall appoint trustees and/or non-trustee members to fill each of the following roles. In no instance shall anything in this document supplant or supersede the by-laws of the Over-the-Rhine Community Council (OTRCC).

1. President – The president shall have general charge of the affairs of the organization, shall be the official representative of the community council, shall preside at all meetings of the community council and board, may sign or endorse checks in the absence of the treasurer, shall serve as an ex officio member of all committees (except the nominations committee), shall see that resolutions of the board and community council are implemented and shall be cognizant of the rights and wishes of all members throughout the performance of his/her duties. Specific duties include:

- Preside at all membership and board meetings, manage changes in the agenda (e.g., move agenda items up or down as circumstances may require), and fairly and equitably enforce, at his/her discretion, time limits on agenda items and speakers
- Manage the official community council email account, provide timely responses to all emails, and send letters and correspondence on behalf of the community council
- Develop draft agendas for board and membership meetings and send the agendas to the BOT for feedback
- Send email notices and agenda packets of membership meetings to the members
- Speak on the organization's behalf at public hearings and meetings
- Confirm, in advance, speaker attendance and presentations at meetings
- Ensure that the deadlines for mail and email notices prescribed in the by-laws are followed

- Ensure that officers, trustees and others assigned to the board roles listed here are fulfilling their responsibilities and commitments

2. Vice President - The vice president shall assist the president in the management of the affairs of the community council by performing duties assigned by the president and/or the board, shall preside, in the absence of the president, at meetings and perform other duties of the president that require immediate attention, and, should the president for any reason leave office prior to the expiration of his/her term, shall become the president for the remainder of the unexpired term.

Specific duties include:

- Assist the president in the management of the official community council email account, in providing timely responses to all emails, and in sending letters and correspondence on behalf of the council
- Assist the president in the development and distribution of meeting agendas
- Assist the president in sending email notices and agenda packets of membership meetings to the members
- Speak on the organization's behalf at public hearings and meetings in the absence of the president
- Assist the president in confirming, in advance, speaker attendance and presentations at meetings
- Assist the president in ensuring that officers, trustees and others assigned to the board roles listed here are fulfilling their responsibilities and commitments

3. Secretary – The secretary shall be the custodian of the community council's records and make them available to the members, shall record the minutes of all community council and board meetings, shall publish meeting minutes not fewer than four days before the next meeting, shall keep and make accessible these minutes at community council or board meetings, shall keep these files up to date and, at the completion of his/her term, turn them over to a successor, shall in the absence of both the president and vice president call meetings to

order and preside until a chair pro tem is elected. Specific duties include:

- Assist the president in the management of the official community council email account, in providing timely responses to all emails, and in sending letters and correspondence on behalf of the council
- Distribute agenda packets through regular mail to members without email accounts
- Record the minutes of all membership and board meetings, publish the minutes at least four days in advance of the next meeting, and make a copy of these minutes accessible at membership and board meetings
- Ensure proper upkeep and functioning of the organization's printer, post written instructions on how to use the printer at the printer's chosen location, and maintain the printer's connection to a wireless network
- Fulfill all requested printing orders from trustees and bring requested copies to the relevant meetings
- Notify the treasurer when printing supplies, such as paper and ink, are running low
- Maintain the board's group email account, and update email addresses in the account whenever board turnover occurs

4. Treasurer – The treasurer shall have charge and custody of all monies of the organization, shall promptly deposit these monies in the organization's bank account, shall disperse these monies as directed by the board and/or community council, shall present a written financial statement to the board and community council at each of their regular meetings, shall submit a detailed financial report through the last day of December to be distributed to the community council by the March meeting, and shall, in the absence of both the president, vice president, and secretary, call meetings to order and preside until a chair pro tem is elected. Specific duties include:

- Create monthly financial statements for the organization and email a copy of each month's statement to the president by noon on the Thursday preceding each BOT meeting

- Complete the organization's annual financial statement on December 31 of each year
- Ensure that the organization's tax return is completed and filed by May 15 of each year
- Timely pay all bills and invoices, and make other payments as directed by the BOT
- Timely deposit all membership dues, grant monies, and other incoming funds into the organization's bank account
- Manage all grant monies and ensure they are utilized in compliance with prescribed time frames and requirements
- Manage and store the organization's financial records, including reports, tax returns, receipts, checks, and invoices, and make these records available to the BOT
- Renew the organization's liability insurance and director and officers' (D&O) insurance each year

5. Website and Social Media Manager – The website and social media manager shall have charge of the organization's website, Facebook, and other online accounts, shall maintain the website in good working order, shall make upgrades to the website from time to time as directed by the board, and shall post documents, notices, and updates to the website and other online accounts as directed by the BOT. Specific duties include:

- Post agendas, agenda packets and meeting recaps for membership meetings to the website within 24 hours of email distribution to members
- Post all official community council letters to the website within 24 hours of sending
- Post other documents (e.g., Rules of Decorum, by-laws, etc.) to the website and/or Facebook as instructed by the BOT within 24 hours of instruction
- Manage updates and upgrades to the website as directed by the board
- Manage the organization's website domain and website hosting subscriptions and ensure that they are kept up-to-date

- Make at least four posts per month on the organization's Facebook page pertaining to meeting notices and information, neighborhood information, or other informational and promotional items
- Manage the organization's other social media and online accounts

6. Website and Social Media Assistant – The website and social media assistant shall assist the website and social media manager in updating, maintaining, and promoting the organization's website, Facebook, and other online accounts. Specific duties include:

- Assist the website and social media manager in posting documents to the website and Facebook
- Assist the website and social media manager in making at least four posts per month on the organization's Facebook page and in managing other social media or online accounts

7. Mail Manager – The mail manager shall collect and deliver the organization's physical mail. Specific duties include:

- Retrieve the organization's mail from the mailbox at least once per week
- Open mail and scan or photograph any time sensitive items, then transmit to the appropriate officers, trustees or committee chairs
- Deliver the physical mail to the president within 24 hours of retrieval

8. Meeting Logistics Coordinator – The meeting logistics coordinator shall procure meeting spaces and equipment for board, membership, and special meetings, and shall arrange for the proper setup of meeting spaces and equipment prior to meetings. Specific duties include:

- Contact the chosen venue to confirm meeting room availability and setup for monthly board and membership meetings
- Make arrangements for needed equipment (e.g., microphone and stand, overhead projector, easel, OTRCC banner, etc.)

- Assist with setting up chairs, tables, and equipment as needed in advance of meetings

9. Timekeeper – The timekeeper shall assist the president in running timely and efficient meetings by monitoring compliance with prescribed time limits. Specific duties include:

- Attend every board, membership, and special meeting, or arrange for a substitute
- Keep time for each agenda item and monitor compliance with written time limits
- Using color coding, notify both the president and, if applicable, the relevant speaker when there are 30 seconds left (yellow) and when time has expired (red)

10. Membership Manager – The membership manager shall have charge of maintaining records of existing members, signing up new members, and collecting member dues. Specific duties include:

- Maintain digitized records of all current members, including name, mailing address, email address, and phone number
- Process all membership applications, collect membership dues, and deliver dues to the treasurer
- Send membership renewal notices to all current members in January of each year

Revised 10/13/2017