



Selecting Officers

Planning Office



**NEIGHBORHOOD
ACADEMY**

Where are we?

Getting Organized

- ✓ Introduction
- ✓ Neighborhood Outreach & Welcoming
- ✓ Community Workshops
- ✓ Developing Leaders
- Selecting Officers
- Bylaws
- Running Meetings
- Financial Administration & Compliance

Topics to Cover:

- Officer Selection
- Identifying Potential Candidates
- Election Procedures
- Transition and Onboarding



Why do we want officers?



Introduction to Officer Selection

Good Leaders

- Effective Management of Resources
- Trust, Participation, Change



Introduction to Officer Selection

Good Leaders

- Effective Management of Resources
- Trust, Participation, Change



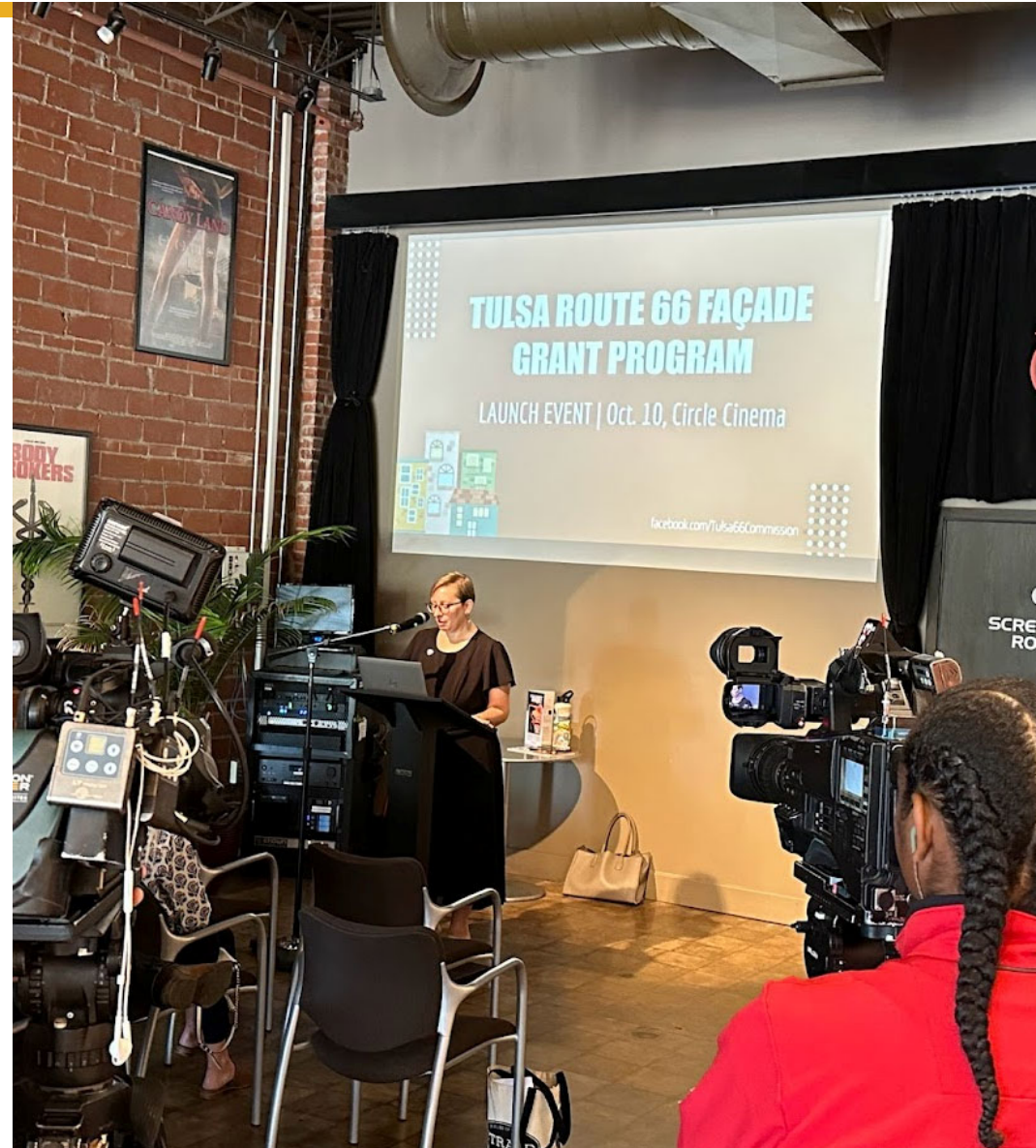
Activity: Must, Ought or Nice to have Round 1



What Officers Do

President:

- Lead Meetings
- Enforce Bylaws and Covenants
- Act as Spokesperson



President:

- Lead Meetings
- Enforce Bylaws and Covenants
- Act as Spokesperson

Must have

Ought to have

Nice to have



President:

- Lead Meetings
- Enforce Bylaws and Covenants
- Act as Spokesperson

Must have

Activity: Must, Ought or Nice to have Round 2



What Officers Do

Vice President

- Assist the President
- Familiar with Governing Documents
- Manage when President is unavailable



Vice President

- Assist the President
- Familiar with Governing Documents
- Manage when President is unavailable

Must have

Ought to have

Nice to have



Vice President

- Assist the President
- Familiar with Governing Documents
- Manage when President is unavailable

Ought to have

Activity: Must, Ought or Nice to have Round 3



What Officers Do

Board of Directors

- Establish Policies
- Oversee Major Projects
- Responsible for Calling
- Meet Annually at least
- Cannot Act Individually



Board of Directors

- Establish Policies
- Oversee Major Projects
- Responsible for Calling
- Meet Annually at least
- Cannot Act Individually

Must have

Ought to have

Nice to have



Board of Directors

- Establish Policies
- Oversee Major Projects
- Responsible for Calling
- Meet Annually at least
- Cannot Act Individually

Nice to have

Activity: Must, Ought or Nice to have Round 4



What Officers Do

Secretary

- Send Meeting Notices
- Record Minutes
- Prepare Agendas
- Notify Officers and Committee Elections



Secretary

- Send Meeting Notices
- Record Minutes
- Prepare Agendas
- Notify Officers and Committee Elections

Must have

Ought to have

Nice to have



Secretary

- Send Meeting Notices
- Record Minutes
- Prepare Agendas
- Notify Officers and Committee Elections

Ought to have

Activity: Must, Ought or Nice to have Round 5



What Officers Do Ought to have:

Appointed-Chair

- Assist the President
- May Co-Exist with Vice President



Appointed-Chair

- Assist the President
- May Co-Exist with Vice President

Must have

Ought to have

Nice to have



Appointed-Chair

- Assist the President
- May Co-Exist with Vice President

Ought to have

Activity: Must, Ought or Nice to have Round 6



What Officers Do

Committee Chairperson

- Responsible for Budget/Manpower Needs
- Report to Board and Membership
- Copy Association Meeting Minutes into Minutes' Book



Committee Chairperson

- Responsible for Budget/Manpower Needs
- Report to Board and Membership
- Copy Association Meeting Minutes into Minutes' Book

Must have

Ought to have

Nice to have



Committee Chairperson

- Responsible for Budget/Manpower Needs
- Report to Board and Membership
- Copy Association Meeting Minutes into Minutes' Book

Nice to have

Activity: Must, Ought or Nice to have Round 7



What Officers Do

Treasurer

- Oversee and Manage Association Finances



Treasurer

- Oversee and Manage Association Finances

Must have

Ought to have

Nice to have



Treasurer

- Oversee and Manage Association Finances

Must have

How do we Identify Potential Candidates?



Identifying Candidates

Identify:

- Resident's Recommendations
- Active Participants
- Consensus Builders, Dispute Mediators
- Communicators
- Qualifications, references



Identifying Candidates

Diversify:

- Diverse leadership
- Under-represented groups



Identifying Candidates

Ability to Commit:

- Time Commitment
- Participation
- Address barriers (language, childcare, transportation, etc.)



How do we run an election?



Election Procedures

Develop and Publish:

- Rules
- Timelines
- Procedures



Election Procedures

Develop and Publish:

- Rules
- Timelines
- Procedures

Communicate:

- Flyers, posters, and brochures
- Emails, newsletters, Website
- Community Meetings
- Personal letters or postcards



Election Procedures

Get to know the candidates

- Candidate meetings
- Facilitate a Q&A sessions
- Focus on improving the neighborhood



How do officers transition?



Transition and Onboarding

Support New Leaders

- Transfer files, current projects
- Introduce key contacts
- Overlap period
- Pair new, experienced leaders



Transition and Onboarding

Support New Leaders

- Transfer files, current projects
- Introduce key contacts
- Overlap period
- Pair new, experienced leaders

Tell a City Liaison



Activity



Course Summary

SELECTING OFFICERS



What are officers' roles in the neighborhood association?



President

- Lead meetings
- Enforce bylaws and covenants
- Act as spokesperson



Treasurer

- Oversee and manage association finances (reporting, budgeting, collecting dues, writing checks, and preparing financial statements)



Vice-President

- Assist the president in performing tasks
- Be familiar with association's governing documents
- Step in when president is unavailable



Secretary

- Send out meeting notices
- Record meeting minutes, and prepare agendas
- Notify officers and committee members of their election



Appointed-Chair

- Assist the president in specific non-committee tasks
- May co-exist with Vice-President depending on distribution of responsibilities



Committee Chairperson

- Manage committee budget and involvement
- Report to the board and membership
- Copy association meeting minutes in the minutes' book



Board of Directors

- Responsible for establishing and reviewing policies
- Oversee major projects
- Cannot act individually on behalf of the group
- Responsible for calling membership meetings at least once a year

Activity

SELECTING OFFICERS



Who would we nominate as _____?



President



Treasurer



Vice-President



Secretary



Appointed Chair



Committee Chairperson



Board of Directors

Must Have

Ought-to-Have

Nice-to-Have

What's next?



What's next?

Getting Organized

- ✓ Introduction
- ✓ Neighborhood Outreach & Welcoming
- ✓ Community Workshops
- ✓ Developing Leaders
- ✓ Selecting Officers
- Bylaws
- Running Meetings
- Financial Administration & Compliance

Questions?



THANK YOU

