

## Statement of Operating Procedures:

### 4. Board Responsibilities

In accordance with the Bylaws the Board of Directors has established the number of board members at 15 (ref mins 7/11/09).

All board members are expected to attend a minimum number of meetings each year. Board members who miss three board meetings in a row or four in a calendar year are determined to be in breach of their obligations as defined below. Board members understand that the Board interprets failure to meet this minimum attendance requirement as a communication of resignation.

Board members may expect notification in writing if they are about to breach in attendance requirements.

The Hillcrest Business Association Board of Directors members and officers shall have the following responsibilities and obligations:

#### **Board Member**

Basic Function: Works with other directors to set policy that governs the activities and business affairs of the HBA and assures that these activities further its objectives and purposes.

Specific Responsibilities: Attends and participates in Board meetings. Is familiar with Board policies and bylaws and approves changes when needed. Is fully informed about HBA activities and positions on public affairs. Is prepared to accept volunteer duties involving such HBA fund-raising activities as CityFest, Mardi Gras, Taste of Hillcrest, and the Farmers Market. Attends and encourages other members to attend HBA activities and functions. Approves the annual budget and monitors finances. Reviews and votes on new member applications and is prepared to censure, suspend or expel any member who fails to comply with HBA policies or bylaws. Accepts any committee assignments made by the President. Assumes any other duties assigned by the President. Is expected to serve on at least one committee.

#### **President**

Basic Function: Serves as chief elected officer of the HBA, representing the entire membership. Directs other officers, presides as Chair of the Executive Committee and Board of Directors.

Specific Responsibilities: Presides at all meetings of the HBA Board, Executive Committee, and general membership. Prepares the agenda for meetings of the Board and Executive Committee in collaboration with the Executive Director. Keeps the Board and Executive Committee fully informed on the conditions and operations of the HBA. Appoints chairs for committees and task forces. Leads the Board in formulating policies and programs that will further the goals and objectives of the HBA. Monitors these goals and objectives to ensure performance and effectiveness. Acts with the Executive Director as the spokesperson for the HBA. Performs other duties as requested by the Board. Signs reimbursement requests for grants and contracts.

### **Vice President**

Basic Function: Performs the duties of President at any time the President is unavailable or unable to act.

Specific Responsibilities: Performs the duties of President in the event that he/she is absent or unable to serve. Serves as a member of the Board and Executive Committee. Assists the President in the performance of his/her duties, whenever requested to do so. Attends meetings and represents the HBA as directed by the President. Signs reimbursement requests for grants and contracts. Serves as the organization's Compliance Officer for the purposes of the Whistleblower policy (see SOP #9) and Equal Employment Opportunity Officer.

### **Secretary**

Basic Function: Oversees the proper recording of proceedings of meetings of the Association and Board.

Specific Responsibilities: Serves as a member of the Board and Executive Committee. Ensures that accurate records are kept of meetings of the HBA Board. Presents the minutes at the Board of Directors meetings for approval and signs the minutes as approved. Performs other duties as may be assigned by the President.

### **Treasurer**

Basic Function: Oversees the Association's funds, ensuring the establishment of proper accounting procedures for their handling. Ensures that funds are disbursed in accordance with the budget or at the direction of the Board.

Specific Responsibilities: Ensures that the HBA maintains accurate financial records. Ensures the implementation of organizational SOP #2 concerning Financial Management. Reviews expenditures and financial status on a regular basis to ensure fiscal integrity. Reports on the financial condition of the HBA at all meetings of the Board and at other times as directed by the President. Serves as a member of the Board and the Executive Committee. Performs any other duties as may be assigned by the President or the Board of Directors. Signs reimbursement requests for grants and contracts.

### **Trustee**

Basic Function: Is the immediate past president of the organization. Advises and counsels the Board.

Specific Responsibilities: Serves as a member of the Board and Executive Committee. Performs any duties as may be assigned by the President.

Originally Approved: 3/10/2009

Modified and Approved: 9/9/09

Modified draft 9/21/10