

PARK RIDGE NEIGHBORHOOD ASSOCIATION

ROLES DESCRIPTIONS

MEMBERS

Members include anyone living within the neighborhood boundaries. No special requirements or tasks are assigned to this role.

Commitment: NA

Monthly Time Commitment: NA

Tasks: NA

BLOCK CAPTAINS

Block Captains act as a liaison between the Association and their assigned block area and resident neighbors. Block Captains should ideally live within their assigned area.

Commitment: 1-year minimum commitment requested

Monthly Time Commitment: 0-2 hr/mo.

Tasks: Generally stay aware of your area's goings-on - needs and successes and report those to the association or share at a regular meeting (eg. a major pothole has developed on Glenview, or the Smith's Holiday light display is worth a viewing). Get to know the neighbors in your assigned area. Attend neighborhood meetings. Take the lead on any door-to-door distribution when needed. Be the primary contact for your area when the Association is doing outreach.

COMMITTEE OR PROJECT ROLES

Committees may be formed from time to time to conduct activities for the Association at the direction of the membership: a nominating committee, neighborhood grant project committee, etc., other committees as needed, or directed by the Executive Committee. Committee membership is at the recommendation of the Executive Committee, approved by the Association membership. Committee membership is open to any Association member.

Project or Committee Member - Any Neighborhood Association Member may volunteer as a project or committee volunteer. Time commitment will vary with project

details and timeline. (eg. grant-funded project planning, neighborhood party coordination, neighborhood litter pick up, etc.)

Commitment: *Varies, but is usually short-term and time-bound (4-12 weeks)*

Monthly Time Commitment: *Varies depending on project*

Tasks: *Varies depending on project*

EXECUTIVE COMMITTEE

All Executive Committee Officer Roles are expected to attend no fewer than half the monthly Association meetings during their terms in office (2-years).

Commitment: 2-year terms

Monthly Time Commitment: Varies, but range from 2 hr/mo to 10 hrs/mo on average

Tasks: (see descriptions below)

President will preside at meetings and be the primary contact person and representative for the Association on neighborhood issues as agreed upon by a vote of the membership. They will be a signatory on the Association bank account.;

Vice-president will preside at meetings in the president's absence and assume the president's duties in their absence. They are also responsible for organizing the block captains;

Treasurer will collect dues and make appropriate disbursements as agreed upon by a vote of the membership and record and report the same at monthly meetings. They will also be a signatory on the Association bank account.;

Secretary will make minutes of monthly meetings and prepare correspondence at the direction of the president.