



WARFLEIGH
NEIGHBORHOOD
ASSOCIATION

Mission

We are a group of volunteers who advocate for, inform and support the Warleigh neighborhood.

Board of Directors Duties and Expectations

General Duties and Expectations of all Board Directors:

Know and understand WNA's mission.

Assist in development of policies, programs and needs.

Develop full knowledge and understanding of and follow WNA's bylaws and other governance documents.

Faithfully read and understand WNA's financial statements.

Serve as active advocate and ambassador for WNA.

Leverage connections, networks and resources to develop collective action to fully achieve WNA's goals.

Help identify personal connections that can benefit WNA's fundraising and reputational standing.

Prepare for, assist in creating and approving agenda for, attend and actively participate in all WNA meetings.

Serve on, with voting rights, one Standing Committee and any Special or Ad Hoc committees as needed.

Review annual plans of all committees.

Set annual goals and evaluate the WNA's performance against such goals.

Participate in fundraising.

Maintain confidentiality when deemed appropriate and keep all WNA meetings and conversations on time, positive, constructive and inclusive.

Share responsibility for participating in meetings of adjacent neighborhood associations and other appropriate agencies and organizations including but not limited to BRVA, DPW, Midtown Indy and MKNA and report back to WNA Board of Directors at subsequent Board of Directors meeting or sooner if deemed necessary.

Timely Communication – share relevant conversations with WNA Board of Directors within 48 hours of such conversations.

Review Board of Directors meeting minutes and share comments and/or corrections with all Officers and Directors within 48 hours of their distribution.

Position : President

In addition to the general duties and expectations listed above, the President shall also be expected to perform the following :

Preside over all Board of Directors and public meetings.

Appoint the Chairperson of each Standing Committee upon approval of a majority of the Board of Directors.

Serve as an ex-officio member, with voting rights, of all Standing, Special and Ad Hoc Committees.

Act as primary spokesperson to adjacent neighborhood associations and other appropriate agencies and organizations including but not limited to BRVA, DPW, Midtown Indy, MKNA and media outlets.

Recap year's activities at Annual Meeting.

Finalize and distribute all meeting agendas.

Position : Vice President

In addition to the general duties and expectations listed above, the Vice President shall also be expected to perform the following :

Perform the duties and exercise the powers of the President in the President's absence.

Facilitate strategic Board of Directors meeting once per year.

Perform on-boarding of new Directors.

Position : Secretary

In addition to the general duties and expectations listed above, the Secretary shall also be expected to perform the following :

Keep a record of all WNA proceedings.

Maintain an archive including, but not limited to, the governing documents, key governance policies, agendas and minutes of Board of Directors meetings, written consents and any other relevant correspondence.

Maintain a register containing each Director's address, phone number, email and term of office.

Provide to Communications Director written or electronic versions of any proceedings as prescribed by WNA bylaws or determined by Board of Directors consensus within 7 days of the event.

Understand what to record and not to record when taking minutes using WNA meeting minutes template.

Position : Treasurer

In addition to the general duties and expectations listed above, the Treasurer shall also be expected to perform the following :

Manage, administrate and maintain all WNA fiscal matters and manage all WNA finances including maintaining a regular full and accurate accounting of all monies received and disbursed by the WNA.

Create and provide annual budget for Board of Directors approval.

Collect and receive WNA funds in a financial institution designated by the Board of Directors in the name of the WNA.

Prepare a financial report for every Board of Directors meeting and other meetings as determined by the Board of Directors or if requested by a Voting Member.

Prepare and submit all necessary paperwork to appropriate regulatory agencies as required by laws governing 501(c)3 organizations.

Facilitate Board of Directors review of financial policies and procedures.

Position : Director

In addition to the general duties and expectations listed above, the Director shall also be expected to perform the following :

Serve as a chairperson, with voting rights, of one Standing Committee and any Special or Ad Hoc committees as needed.

Volunteer for assignments which are not specific to officers' duties and complete them thoroughly and on time.

Stay informed about committee matters.

Build collegial working relationships with other directors and committee members that contributes to consensus.

Position : Communications Director

In addition to the general duties and expectations listed above, the Director shall also be expected to perform the following :

Manage , in a timely manner, all WNA communications including website and all social media as well as any other pertinent information that directly affects Warfleigh.

Chair Communication/Outreach Committee.

Assist Board of Directors with any written documents including, but not limited to, press releases.

Post meeting agenda for WNA public meetings on website and social media in a timely manner.

Post meeting minutes for WNA public meetings on website within one week of meeting.

Respond to and/or forward to President and/or Vice President all social media site inquiries.