

Board of Directors – roles

1. President*
2. Vice President*
3. Administration Manager*
4. Finance Manager*
5. Treasurer*
6. Safety & Transportation Manager
7. Environment Manager
8. Public Spaces & Development Manager
9. Membership Co-Manager – Individual, Family, Associate
10. Membership Co-Manager – Business (+ Comp & Trade)
11. Webmaster
12. Chill on the Hill Project Manager (not Executive Producer)
13. Volunteer Coordinator
14. Marketing & Design Manager
15. Community Events Manager

16. Past President*

**Executive Committee members*

Board of Directors - Responsibilities

Members of the Bay View Neighborhood Association Board of Directors will:

- Serve the public good
- Be accountable
- Be a good steward of BVNA resources
- Attend monthly Board of Directors Meetings
- Attend quarterly Member Meetings
- Provide necessary and relevant communication regarding position for internal board use, communications to constituents, and website updates
- Volunteer for various committees, events, and neighborhood initiatives, as needed
- Get to know other committee members and build a collegial working relationship that contributes to productivity and amicability
- Respect individual worth and dignity, ensure all actions are respectful of individuals, and promote inclusiveness, social justice, and diversity
- Assist in proper documentation necessary for central files, position descriptions, and transition materials
- Follow processes and procedures outlined in bylaws

DRAFT: Board of Directors - Responsibilities cont.

1. President

- a. Oversees Board of Directors and provides leadership internally and externally, representing the Bay View Neighborhood Association
- b. Facilitates monthly board meetings and quarterly community meetings, includes setting dates, soliciting board and membership for topics, creating agendas, and communicating upcoming meeting details to directors and membership
- c. Responds to main BVNA Gmail account
- d. Determines and monitors the organization's programs and events
- e. Signs contracts and other legal documents pertaining to the association; co-signs tax documents and financial forms, as necessary
- f. Serves as liaison with Alderperson

2. Vice President

- a. Performs President responsibilities when the President cannot be available
- b. Manages training and onboarding of new directors
- c. Manages team and professional development of Board of Directors
- d. Plans holiday party and other annual gatherings for Board of Directors
- e. Assists in any grant writing and sponsorship efforts with Finance Manager

3. Administration Manager

- a. Responsible for retaining and organizing all association records including agendas, attendance, and meeting minutes
- b. Oversees management of shared drive (Google Drive/Dropbox)
- c. Maintains all logins and passwords for organization; regularly checks in with directors to verify and update credentials in central document
- d. Holds P.O. Box key and coordinates regular mail pick-up and routes mail to appropriate person

4. Finance Manager

- a. Oversees annual budget, investments, event expenses and fundraising
 - i. QuickBooks: Accounting software used to capture all activity and report on the financial position of the organization
 - ii. PayPal: Tool utilized to collect and distribute some funds
 - iii. PayPal Here: The app that is hooked up to BVNA credit card readers
 - iv. First Federal Credit Union: Primary financial institution for the BVNA

1. (There are two accounts, a general checking account and a money market account. All the transactions that are processed through the bank accounts are automatically linked to the QuickBooks account.)
- b. Works with accountants regarding annual taxes
- c. Assists in any grant writing and sponsorship efforts with VP

5. Treasurer

- a. Handles all BVNA account information
 - i. Is primary name on checking account, PayPal and other BVNA monetary accounts
- b. Regularly checks and manages BVNA Treasurer email account
- c. Reports member payments to Membership Chair(s) and in Wild Apricot
- d. Pays all BVNA bills and checks to vendors, performers, or as reimbursement to directors or members spending approved monies (sends PayPal payments as needed)
- e. Deposits incoming checks, money, and PayPal balances into First Federal Bank checking account
- f. Once a month:
 - i. Imports transactions from First Financial Bank into QuickBooks, categorizes incoming and outgoing money into appropriate categories, reconciles account
 - ii. Runs QuickBooks reports (e.g. Profit and Loss, Event Details, etc.) in partnership with Finance Manager
 1. Examples: Membership checks, cash from merch sales, sponsorships, etc.
- g. Sends W-9s and/or official donation letters as needed
- h. Trains directors and other key volunteers in PayPal and other financial systems

6. Safety & Transportation Manager

- a. Serves as liaison to Milwaukee Police Department (MPD) District 6 and the Office of Community Outreach & Education
- b. Hosts necessary safety and transportation meetings to discuss public safety concerns and strategies
- c. Organize Park Watches, Neighborhood Block Watches, and encourage creation of new Block Watches.
- d. Attend crime analysis meetings and communicate crime trends to Bay View businesses and residents
- e. Assist in organizing security measures for BVNA events
- f. Conducts resident surveys of safety, parking and transportation issues in Bay View business corridor and residential areas

7. Environment Manager

- a. Serves as liaison to Milwaukee County Park and the City of Milwaukee Environmental Collaboration Office
- b. Organizes Kinnickinnic River, beach, and other park clean-ups with Public Spaces Manager
- c. Hosts meetings to discuss goals, strategies, and proposed budget for environmental related projects including landscaping, ecological, and the river and lakefront
- d. Organizes other environmental-themed events and initiatives
- e. Conducts resident surveys of environmental issues in Bay View
- f. Find avenues to grant write for environmental projects
- g. Serves as link to Humboldt Park Friends, Friends of South Shore Park and any other park groups

8. Public Spaces & Development Manager

- a. Oversees current improvement projects facilitated by the BVNA and is a link to other development projects throughout Bay View
- b. Researches cultural, historical, art, and recreational resources and development, including, but not limited to parks and lots, boulevards, roadsides, sidewalks, transit, traffic, freeways, bicycle access, parking, bus lines, traffic lights, cross walks, recycling, and sustainability
- c. Attends town hall meetings hosted by developers and stays up to date on construction projects, when possible
- d. Hosts necessary meetings to discuss public spaces and Bay View development concerns and strategies
- e. Liaison to organizations, agencies, the City of Milwaukee, and Milwaukee County regarding public space and development initiatives
- f. Organizes and participating in community-wide clean-ups with Environment Manager
- g. Conducts resident and business surveys regarding public spaces issues
- h. Participates in grant and proposal writing for public improvement projects
- i. Oversees flower basket project funding, installation, and maintenance
- j. Manages Kinnickinnic and Oklahoma Ave. banners and other signage projects
- k. Engages with businesses to find areas of improvement in public spaces adjacent to stores and restaurants

9. Membership Co-Manager – Individual, Family, Associate, Senior

- a. Oversees Individual, Family, Associate and Senior memberships including notifications and process-related inquiries
- b. Manages communications through Wild Apricot concerning new memberships, renewals, and lapsed accounts
- c. Reconciles reports and manages membership dues, working closely with Treasurer
- d. Promotes association membership and determines methods to avoid memberships from lapsing
- e. Hosts membership drives
- f. Manages BVNA Membership/Discount Card Program with Membership Co-Manager
 - i. Orders cards, processing the annual mailing of cards, coordinates the delivery of cards to new members

10. Membership Co-Manager – Business, Comp, Trade

- a. Oversees Business, Comp, and Trade memberships including notifications and process-related inquiries
- b. Manages communications through Wild Apricot concerning new memberships, renewals, and lapsed accounts
- c. Reconciles reports and manages membership dues, working closely with Treasurer
- d. Promotes association membership and determines methods to avoid memberships from lapsing
- e. Hosts membership drives
- f. Manages BVNA Membership/Discount Card Program with Membership Co-Manager
 - i. Maintains the BVNA Business Member Directory and the Discount Card participants

11. Webmaster

- a. Coordinates with other directors to keep website content up to date
- b. Provides Wild Apricot training for other directors and volunteers, as needed
- c. Researches best practices and improves user experience with BVNA website
- d. Coordinates with Marketing & Design Manager to update branding, graphics and other visual aspects of the website

12. Chill on the Hill Project Manager

- a. Serves as liaison to the Chill on the Hill Executive Producer, Chill “talent team” and other parties responsible for organizing Chill on the Hill

- b. Coordinates with Financial Manager, Treasurer, and Vice President regarding Chill on the Hill budget, expenses, and sponsorships
- c. Coordinates with Webmaster and Marketing & Design Manager to coordinate promotion and all branding needs for Chill on the Hill
- d. Coordinates with Volunteer Coordinator to develop volunteer schedule and recruitment plan

13. Volunteer Coordinator

- a. Responsible for recruiting, training, and supervising new and existing volunteers
- b. Prepares volunteer resources including codes of conduct, operating procedures, and volunteer expectations
- c. Collects volunteer information, availability, and skills, maintaining an up-to-date database
- d. Keeps new and existing volunteers informed about the organization and volunteer opportunities through emails, social media, and website updates
- e. Matches interested neighbors with volunteer opportunities
- f. Oversees volunteer affirmation and recognition efforts, including Volunteer of the Year recipient, to be awarded at Annual Members Meeting
- g. Keeps schedules and records of volunteers' work

14. Marketing & Design Manager

- a. Coordinates designers, photographers, and videographers for event announcement and advertisements
- b. Maintains a working relationship with the Editor of the Bay View Compass and other media outlets
- c. Writes and distributes press releases
- d. Oversees BVNA merchandise design and ordering
- e. Maintains graphic and branding standards for the association BVNA
- f. Oversees design and layout of emails sent from Wild Apricot
- g. Posts updates, news, and announcements on BVNA social media accounts
- h. Coordinates with Webmaster to update branding, graphics, and other visual aspects of the website

15. Community Events Manager

- a. Oversees the master schedule for all BVNA community events
- b. Responsible for the oversight, budget and coordination of BVNA events including, but not limited to, Plant Sale, Rummage Sale, Play Music on Your Porch Day, Film on the Hill, Fun Runs, Pumpkin Pavilion, Winter Blast

- c. Coordinates with Finance Manager and Vice President to manage event sponsorship
- d. Coordinates with Membership Co-Chairs to determine possible member or business partnerships
- e. Delegates any/all event coordination to event chairs or event committees and remains in contact with any volunteers, reporting all work back to the Board of Directors
 - i. Partners with Volunteer Coordinator to ensure community event volunteers are trained and informed on BVNA expectations
 - ii. Provides historical data and past event documentation with planning committees