

## **Beachside Neighborhood Watch, Inc.**

### Board of Directors

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**Are you willing to step up and serve your community?**

**Board elections 10/3/2019.**

**If so, please contact Anne Ruby – 386-414-1904 by phone or text**

The Board of Directors consists of the following elected Officers: Chairperson, Vice Chairperson, Secretary/ Treasurer, and four (4) Directors.

#### **Duties of Officers:**

##### ○ **Chairperson:**

- a) Oversee and monitor all functions of the BNW.
- b) Act as primary contact and public liaison for the BNW.
- c) Approve meeting agendas.
- d) Preside over General meetings.
- e) Chair Board meetings.
- f) Serve ex officio as a member of committees and attends their meetings when invited.
- g) Appoint committee chairs in consultation with other Board members.
- h) Facilitate the creation, monitoring and achievement of yearly goals.
- i) Encourage the membership of the BNW to pursue its mission.
- j) Create and send letters on behalf of the BNW when required.

##### ○ **Vice Chairperson:**

- a) Work closely with the Chairman and Board members to develop and implement plans.
- b) Schedule speakers for monthly meetings.
- c) Appoint someone to take meeting minutes when the Secretary is unable to do so.
- d) Fulfill all responsibilities of the Chairman for the remainder of the term, if the Chairman is incapable or unwilling to fulfill the duties of the position.
- e) Share responsibilities listed under Chairman as required and agreed with the Chairman.
- f) Have a fiduciary relationship with the Chairman and other officers of the BNW.

##### ○ **Secretary /Treasurer:**

- a) Receive all money for the BNW and pay all BNW bills.
- b) Keep records of checking accounts and bank statements.
- c) Ensure development and Board review of financial policies and procedures.
- d) Provide budget management.
- e) Prepare an annual budget for review of the members at the March meeting for vote and approval by the members at the annual April meeting.
- f) Provide appropriate budget monitoring reports as requested by the Board.
- g) Keep minutes for the general BNW meetings and for the Board Meetings.
- h) Archive BNW documentation as appropriate
- i) Assist in other BNW communications, as needed (i.e. meeting agendas, newsletters, promotional materials, updating contact list)