

**Beachside Neighborhood Watch
Expectations of Board Members
Elections for ALL Board Positions at Meeting 10/03/2019**

Please contact Anne Ruby with questions or interest – 617-223-1094

- **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)
- The Board of Directors will consist of the following elected Officers: Chairperson, Vice Chairperson, Secretary/ Treasurer, and four (4) Directors. Hereafter referred to as the Board.
- The Board will hold a Board meeting every month. The date, time and place of the meetings will be left to the discretion of the Board. Special Meetings may be called by either the Chairperson or by a majority vote of the Board.