

Floral Park Neighborhood Association

Board Position Descriptions

DUTIES OF BOARD MEMBERS:

President: Presides over all meetings of the FPNA and performs such duties as are necessary for the proper administration of the affairs of FPNA. The president prepares agendas and ensures that all meetings are conducted according to parliamentary procedure.

First Vice President: Assists in the administration of the affairs assigned to the president, and in the absence of the president presides over any association meetings. The first vice-president co-chairs and directs the sponsorship committee, and oversees all committee chairs.

Second Vice President: Co-chairs and assists the first vice president in the direction of the sponsorship committee and oversees neighborhood beautification and historic preservation.

Treasurer: The treasurer has custody of the funds of the FPNA, accounting to the Board at its monthly meetings and at such other times as prescribed by the bylaws. The treasurer also serves as treasurer for the Home Tour committee.

Secretary: Serves as recording and corresponding secretary, maintains the association records, minutes and agendas of all meetings. The secretary maintains the FPNA Constitution, Bylaws and the Standing Rules. The secretary is responsible for the key to the P.O. Box.

Membership Director: Maintains a membership roster in cooperation with the treasurer and publishes a list of membership donations in the quarterly newsletter to acknowledge receipt of contributions paid. The membership director also prepares and delivers a welcome gift to new neighbors as quickly as possible after information is known.

Social Director: Plans with Board approval all social events and dates.

Home Tour Director: Plans with the assistance of the Board the annual FPNA Home & Garden Tour.

Newsletter Director: Publishes and distributes a minimum of four (4) newsletters to the membership per year, sells and collects fees for promotional sponsorship space and facilitates the distribution of the newsletter and other related neighborhood association information. General newsletter content is approved by the Board.

Parliamentarian: Acts as parliamentarian, annually reviewing Bylaws and the Standing Rules and making recommendations to the Board. The parliamentarian will be required to fill a vacated board position or take on a specific project as directed by the consensus of the board.

REQUIREMENTS OF BOARD MEMBERS:

All FPNA Board Members are required to attend all Board Meetings on a monthly basis (second Tuesday of each month) and all General Meetings on a quarterly basis (third Wednesday in March, June, September and November). In the event that attendance is not possible, the Board Member must contact either the President or Secretary prior to the start of meeting. It is required that all FPNA Board Members are eligible to be bonded. *(Above info from FPNA Bylaws & Standing Rules)*