

**WYNNEWOOD NORTH NEIGHBORHOOD ASSOCIATION
BOARD OF DIRECTORS POSITION DESCRIPTIONS**

Board of Directors

Powers. The Board of Directors (Directors) of WNNA is vested with the management of the business and affairs of WNNA, subject to the Texas Business Organizations Code, the Articles of Incorporation, and these bylaws.

Qualifications. All Officers must be members of WNNA. Directorships shall not be denied to any person on the basis of sex, age, race ethnicity, national origin, range of physical abilities, sexual orientation, gender identity, financial means, education or political affiliation.

Number of Directors. The Board of Directors will consist of eleven (11) Directors. Upon majority resolution of the Board of Directors, the number of Directors may be increased or decreased from time to time, but in no event shall a decrease shorten the term of an incumbent Director, nor shall any decrease bring the total number of Directors to less than three (3) Directors.

Term of Directors. Directors shall serve a one-year term, with no limitation on future terms. The term of office shall commence January 1st immediately following October elections and continue until December 31st of that year.

Election of Directors. The Directors of the WNNA shall be elected annually at the regular general membership meeting of the WNNA normally held the third Thursday in October. Such election shall be by majority vote of the members present and voting.

Resignation. Any Director may resign at any time by delivering written notice, including electronic written notice, to the President or Secretary of the Board of Directors. Such resignation shall take effect upon receipt or, if later, at the time specified in the notice. The failure of an officer or committee chairperson to attend three consecutive Board meetings, or who is absent from four Board Meetings in a twelve month period without approval from the majority of the Board of Directors shall tender of his/her resignation at the time the report from that officer or committee chairperson is called for during said meeting.

Removal. Any Director may be removed without cause, at any time, by a majority of the entire Board of Directors, at a Regular or Special Meeting called for that purpose. Any Director under consideration of removal must first be notified about the consideration in writing, including electronic written notice, at least five (5) days prior to the meeting at which the vote takes place.

Vacancies. Vacancies shall be filled by majority vote of the remaining members of the Board of Directors. The newly appointed Director filling the vacancy shall serve for the remainder of the term of the directorship that was vacated. Vacancies shall be filled as soon as practical. Any Director may make nominations to fill vacant directorships.

Compensation. Directors shall not receive any salaries or other compensation for their services, but, by resolution of the Board of the Directors, may be reimbursed for any actual expenses incurred in the performance of their duties, as long as a majority of disinterested Board of Directors approves the reimbursement. WNNA shall not loan money or property to, or guarantee the obligation of, any Director.

Roster of Officers. WNNA shall have a President, Vice President, Secretary, and Treasurer. These four officers shall constitute the Executive Committee. WNNA may have, at the discretion of the Board of Directors, such other officers as may be appointed by the Board of Directors. One person may hold two or more offices, except those serving as President or Secretary.

Officers of WNNA

WNNA shall have the following Officers/Directors:

- President – Executive Director
- Vice-President – Executive Director
- Treasurer – Executive Director
- Secretary – Executive Director
- Social Director
- Publications Director
- Communications Director
- Beautification Director
- Crime Watch Director
- Webmaster / Technology
- Parent Liaison Director

The Members occupying these offices shall constitute the Board of Directors of WNNA, and may, upon majority vote thereof, take action for or develop a posture on issues of concern for WNNA.

Position Descriptions and Duties of the Officers

President – Executive Director

- Is a member of the Board and the Executive Committee of WNNA;
- The President is responsible for the day-to-day business affairs of WNNA and shall exercise such supervisory powers as may be given to him or her by the Board of Directors;
- The President shall preside over regular and special meetings of the membership of the WNNA as well as over meetings of the Board of Directors and shall exercise parliamentary control;
- The President shall represent WNNA on public occasions;
- The President shall make such committee appointments as needed for the effective conduct of the work of the WNNA;
- The President shall, with the advice of the Board of Directors and in accordance with the requirements of these bylaws, set the agenda for each meeting of the Board of Directors.

Example duties and responsibilities:

- Write articles for WWN quarterly newsletter if applicable;
- Works in conjunction with the Vice President to achieve the goals of Heritage Oak Cliff (HOC);
- Supports all director positions where needed;
- Represents/works with local organizations that have the same goals/endeavors as WNNA;
- Works with City District Council and City Leaders on projects and join meetings pertaining to community and city updates.

Vice-President – Executive Director

- Is a member of the Board and the Executive Committee of WNNA;
- The Vice President shall act in place of the President in the event of the President's absence, inability, or refusal to act, and shall exercise and discharge such other duties as may be required by the Board of Directors;
- Represents the organization on behalf of the President when president not available;
- Participates closely with the president to develop and implement officer transition.

Example duties and responsibilities:

- Write articles for WWN quarterly newsletter if applicable;
- Act as the Heritage Oak Cliff (HOC) representative/liaison for WNNA;
- Attend the HOC monthly meetings on behalf of WNNA and communicate HOC updates to Board of Directors. Send applicable updates to the Webmaster Director to send communication to the neighborhood;
- Ensures preparation and submittal of applicable neighborhood grant application packets and proposals including the HOC grant on behalf of WNNA are complete. Grants will be prepared with the help of a selected committee;
- Ensures submittal of all grant reimbursement receipts to the Treasurer and ensure that WNNA is reimbursed for any funds advanced for neighborhood grants;
- Liaison working with other board directors as needed.

Treasurer - Executive Director

- Is a member of the Board and the Executive Committee of WNNA;
- The Treasurer shall collect, safeguard, disburse and make periodic reports of all funds collected in the name of WNNA;
- The Treasurer will have charge and custody of all funds of WNNA, will oversee and supervise the financial business of WNNA, will render reports and accountings to the Directors as required by the Board of Directors, and will perform in general all duties incident to the office of Treasurer and such other duties as may be required by law, by the Articles of Incorporation, or by these bylaws, or which may be assigned from time to time by the Board of Directors;
- The Treasurer, with the approval of the Board of Directors, shall set up all checking, savings, and investment accounts of WNNA and deposit all such funds in the name of WNNA in such accounts;
- The Treasurer's signature shall be the authorized signature for all checking, savings, and investment accounts of WNNA unless the Treasurer, with the approval of the Board of Directors, designates another member of the Board of Directors as the authorized signatory for a particular type of disbursement;
- The Treasurer shall prepare a monthly report for the Board of Directors, providing an accounting of all transactions and of the financial condition of WNNA;
- The Treasurer shall keep all financing records, books, and annual reports of the financial activities of WNNA and upon reasonable notice, make them available at the request of any Director or Member, or member of the public for inspection and copying.

Example duties and responsibilities:

- Proficient in Excel and QuickBooks online
- Manage checking account – making deposit and writing checks for disbursements
- Manage financial responsibilities of WWN
- Monthly, Quarterly and Annual Report updates
- Store, file and manage invoices, reimbursements, WWNA documents
- Work with Publications Director on ads for Newsletter; i.e. reach out to potential businesses, invoicing for ads, renewals for ads
- Provide Treasurer report for quarterly newsletter
- Review yearly CD information
- Updates on Charity renewals
- State of Texas filings as requested by the state
- IRS – Electronic Form 990-N
- Check mailbox weekly

Secretary – Executive Director

- Is a member of the Board and the Executive Committee of WNNA;
- The Secretary shall attest to and keep the bylaws and other legal records of WNNA, or copies thereof;
- The Secretary shall take or ensure that someone takes minutes of all meetings of the committees and Board of Directors, and shall keep copies of all minutes;
- Ensures minutes are distributed to members shortly after each meeting; and
- The Secretary shall ensure that all records of WNNA, minutes of all official meetings, and records of all votes, are made available for inspection by any Member, or Director. Maintains records of the board and ensures effective management of WNNA's records;

- Is sufficiently familiar with legal documents (by-laws, etc) to note applicability during meetings.

Example duties and responsibilities:

Minutes

- The secretary is responsible for ensuring that accurate minutes of meetings are taken and approved. Requirements of minutes may vary with the jurisdiction but should include at a minimum:
 - date, time, location of meeting;
 - list of those present and absent;
 - list of items discussed;
 - list of reports presented;
 - notation of motions presented and description of their disposition.
- The Secretary keeps the final, approved minutes and ensures that this copy is maintained for the WNNA records.

Custodian of records

- The secretary ensures that the records of the organization are maintained as required by law and made available when required by authorized persons. These records may include documents such as the bylaws and/or other official records.

Bylaws

- The Secretary ensures that an up-to-date copy of the bylaws is available at all meetings.

Social Director

The Social Director shall have charge of coordinating social activities of the WNNA, such as fund-raising events; Support Senior Neighbors of Wynnewood (“SSNOW”) events, National Night Out; the WNNA Spring Fling; the WNNA Holiday Party, and any other special events put on by the neighborhood.

Example duties and responsibilities:

- Write articles for WWN quarterly newsletter if applicable;
- Coordination of social activities specific to WNNA approval. Note: there may be social activities coordinated by neighbors and not Social Director or committee responsibility.
- Develop committees and subcommittees to assist. Delegate tasks as needed and ensure follow through;
- Work with Treasurer and others on board or committee for events with ticket sales.

Example Committees – Yearly events:

- Fundraising Events: Wynnewood Spring and Fall Wanders
- Mini Events: Happy Hour each quarter, New Residents Welcome Social, Garage Sale, Movies on the lawn
- Holiday Events: Holiday Party, Spring Fling, Fourth of July
- Special Events: Support Senior Neighbors of Wynnewood (SSNOW), National Night Out

Example Sub Committees if needed:

- Promotions / Advertising
- Facilities / Equipment at event sites
- Work with Parent Liaison if needed - Child Care / Family Engagement

Example Equipment/Inventory/Tools:

- Event Name Badges
- Event Signage
- Organizational Documents: Committee Organization Guidelines, Board Reports Template, Promotional Materials History, Event Plans, Example Deliverables

Publications Director

- The Publications Director shall perform such functions as requested by the President, and shall act as coordinator for all WNNA publications. This include, but is not limited to preparation and coordinating of the WNNA newsletter and the WNNA Directory, coordinating the purchasing, design and publication of advertisements for the WNNA newsletter and WNNA directory and creation of any other special announcements or events flyers as needed.

Example duties and responsibilities:

- Proficient in Publisher Software or similar.
- Gathers (quarterly) newsletter submissions from Board members or other WNNA neighbors.
- Gathers newsletter paid ads info (from Treasurer).
- Encourages non-Board member neighbors to submit newsletter articles and (paid) ads.
- Compiles and inserts newsletter submissions and ads into the newsletter template. The entire process could take up to 2 weeks intermittently working on the template.
- Distributes the draft to all Board Members for review and comments approximately five days prior to print date.
- Once draft is updated creation of final version for printing and e-release is completed.
- Coordinates the printing of hard copies of the final version of the newsletter for community-wide distribution i.e., submit to printer, pick-up hard copies, deliver to Communications Director prior to quarterly neighborhood meeting.
- Newsletter completion, printing, out to block captains for distribution the weekend prior to Quarterly General Meetings. January, April, July, October.
- Provides e-version of final version of the newsletter to Webmaster.

Directory:

- Working with a committee takes the lead on gathering and compiling information needed to update the WNNA directory.
- Update the directory information as needed.
- Steps to take are determined within the committee.

Communications Director

- The Communications Director shall act as the WNNA liaison between the neighborhood Block Captains and the WNNA Board, including visiting new residents of the neighborhood, orienting neighbors to the WNNA; distributing “welcome information” packets; coordinating with Block Captains on the distribution of the WNNA newsletter, neighborhood directory and other publications as needed. The Communications director shall coordinate with the Publications Director and Webmaster as needed in order to provide updated information for individual WNNA residents such as a change in the WNNA members contact information; the Communications Director shall also perform such other functions as requested by the President.

Example duties and responsibilities:

- Organizing of block captains/appoint one when necessary;
- Responsible for getting quarterly newsletter and flyers to block captains and fill in for captains who are unable to deliver because of illness, etc. ensuring they are delivered in a timely manner;
- Put together welcome baskets for new neighbors/have block captains deliver/deliver yourself;
- Obtain names, phone numbers, email addresses of new neighbors/have block captains do this when baskets are delivered;
- Keep track of who moves in and out;
- Recognize new neighbors at functions;
- Buy cookie tray for quarterly meetings if applicable.

Beautification Director

- The Beautification Director shall be responsible for promoting and encouraging the beautification of the neighborhood, including the Yard of the Month, and making necessary recommendations to the Board of Directors regarding special projects for the beautification of the neighborhood. The Beautification Director shall also coordinate with the Vice President and/or the Beautification Committees or Special Projects Committee on submitting any grant requests to the Heritage Oak Cliff or any project that is to be used specifically for beautification of the neighborhood.

Example duties and responsibilities:

- YARD OF THE MONTH (YOM) (1) Ensure email blast is sent to neighborhood asking for nominations. (2) Monitor the nominations. (3) Put out WWN Yard of the Month sign in the yard that won. (4) Take picture of the winning yard and send it to the Publication Director and Webmaster. (5) Give gift card to the occupants of the winning yard.
- TRIANGLES: (Woolsey/S. Manus) (Mayrant and N. Manus): Ensure the triangles are maintained properly, i.e. mowed, edged, watered, fertilized mulched and weeded.
- GREENBELT: (1) Liaison between our neighborhood and the City of Dallas Parks Department and other City personnel as applicable (2) Coordinate with the Park Department in participating in its Your Park Day in the Fall and Spring. (3) Ensure doggie waste disposal holders contain doggie waste bags.
- NEWSLETTER: (1) Write article to be published in the newsletter if applicable. (2) Ensure publication director has photos of YOM to be published in newsletter.

- GENERAL: (1) Attend monthly board meetings. (2) Host a Board meeting providing refreshments. (3) Attend quarterly general neighborhood meetings. (4) Complete Heritage Oak Cliff Grant request as needed. (5) Other duties as assigned.

Crime Watch Director

- The Crime Watch Director shall have charge of coordinating the responsibilities of the neighborhood crime watch, including the organization and maintenance of all crime watch materials of the WNNA, coordinating update of the WNNA crime watch hot-line; the placing of crime alert signs in the neighborhood; attending quarterly meetings with other Crime Watch Directors at the Southwest Patrol Division; and shall also coordinate with the Dallas Police Department's Community liaison. The Crime Watch Director shall coordinate with the Crime Watch Committee on an as needed basis for any special projects relating to the safety and well-being of the neighborhood, including but not limited to issues involving crime and/or code compliance.

Example duties and responsibilities:

- Crime Watch Director communicates to the board and neighborhood crime prevention information, crime watch activities and programs, criminal activity in the neighborhood, and is the neighborhoods contact with the Dallas Police Department (DPD);
- Track neighborhood crimes and incidents
- Communicate through *Nextdoor* website VIP training dates
- Recruit new VIP members and ensure they attend VIP Training
- Work with DPD contact to set-up VIP classes through the year
- Ensure new VIPs are trained to drive the neighborhood streets
- Scheduling VIP patrols and emailing monthly calendar to each VIP
- Communicate with VIP: specifics on crime activity, suspicious behavior
- Ensure monthly crime stat report is shared with DPD contact & VIPs
- Ensure Patrol Log Book is updated regularly; VIP Directory, Schedule, Out of Town Sheet, patrol sheets, list and/or pictures of suspicious vehicles/people, VIP Contact List
- Ensure a Monthly Out of Town/Long Term Construction/Vacant Home Sheet for Patrol book is updated
- Communicate through *Nextdoor* website to all WNNA neighbors about crime activity, suspicious behavior, crime prevention tips, and info that will help neighbors keep homestead safe. Create e-blasts if needed depending on situation.
- Contribute content to quarterly newsletters; crime stats, tips, VIP Trainings, recognition of VIP gift card recipients
- National Night Out – tribute to VIPs
- VIP monthly drawings (performed quarterly), gift card given to winner. i.e. Compile names of patrollers – 1 drawing entry for each patrol a VIP completes that month.
- Attend monthly board meetings and quarterly general meetings
- Communicates with DPD officer concerning general meeting agenda for crime issues
- Maintain and keep VIP email (vip@wynnewoodnorth.org) updated

Neighborhood Patrol Officer – Keep name on record for VIP team in case of emergency

Quarterly Crime Watch Meetings at the DPD Southwest Substation - Keep information updated for VIP team

Crime Watch Websites/Links

policereports.dallaspolice.net/

spotcrime.com

p.landfair@att.net

dallasareawatch.com

North Oak Cliff Crime Watch – Facebook page

Webmaster / Technology Director

- The Webmaster shall update the WNNA website on a weekly or “as needed” basis, coordinate obtaining pictures of all WNNA social or special events and posting them on the WNNA website, coordinate with the Board to ensure all information is up to date and accurate (e.g. Yard of the Month, the WNNA calendar, crime updates, etc.); sending out “blast” email notifications to participating WNNA members.

Examples of duties and responsibilities:

• **Administer Public Facing Website**

- Website Vendor is typically a “drag and drop” type interface for any additions / updates
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- Have a basic understanding of HTML / CSS / JavaScript and how these elements appear rendering of webpages
- Promote use of Wynnewoodnorth.org brand for outward communications (vs using personal e-mail addresses – Gmail, Yahoo, etc.)
- Ability and understanding of basic image manipulation (Image file size, image types {gif, jpg, png, etc})
- Promote different articles / topics as submitted by board members to associated areas on website (Events, Home Page, Sub-Pages)
- Manage / Setup Event Registration for paid events, e.g. Wander. Validate flow of registration data with notifications to event organizer, attendee, and others. Validate integration / data flow with Payment processor.
- Create e-mail blasts from content received from other board members. Ability to be creative with Text and image placement. Look for images and / or supporting URL’s for inclusion from alternative sources when not received from board members.
- Coordinate payment of yearly website fees with Treasurer.

• **Membership management (A component of Website)**

- Look for changes in Neighborhood activity, e.g. new “Welcomes” to residents on Nextdoor, For Sale / Sold Real Estate listings and update official neighborhood directory with relevant information
- Export Membership data / Look for Duplicate listings
- Assist Neighbors with Password resets for Self Service section of Website

• **Manage Renewal of registered domains to WNNA via Domain Registrar.**

- Understand how changes to NS, A, MX, TXT affect website / e-mail traffic
- Coordinate Payment of Yearly registrar dues with Treasurer.

- **Manage Office 365 Services**
 - Create new Exchange e-mail addresses as full mailboxes or Forward Only Boxes
 - Create / Delete SMTP Aliases for officers as board members join or roll-off. Tie these aliases to the associated position.
e.g. FirstName.LastName@wynnewoodnorth.org is an alias of BoardPosition@wynnewoodnorth.org
 - Modify officers@wynnewoodnorth.org Distribution List as board members join or roll-off
 - Modify vip@wynnewoodnorth.org as board members join or roll-off
- **Manage Organizational Page on Facebook**
 - Moderate Posts by page participants
 - Manage / Assign editors to page
 - Post articles of interest found on other Facebook pages/other websites.
- **Nextdoor**
 - Post articles of interest found on other Facebook pages / other websites.

Parent Liaison Director

- The Parent Liaison Director shall facilitate positive interaction between Members and local schools, PTA's and parent support organizations. This person shall initiate child-friendly social activities to increase involvement among residents. This person may also attend various school board meetings and report back to the Members at the General Meeting.

Example duties and responsibilities:

Yearly social activities examples (working with Social Director when applicable)

- Spring Fling
 - Egg Hunt / Kids games and Prizes
 - Bounce House – work with board to determine if applicable and funds available
 - Coordinate Easter Bunny and/or Face Painting (if funding permits)
 - Setup / Breakdown of Activity Tables
- SSNOW
 - Coordinate volunteer list of children to attend and help service food to seniors.
- July 4th Parade
- National Night Out
 - Coordinate Games/Activities for children
 - Setup / Breakdown of Activity Tables
- Halloween
- Christmas caroling to Seniors
- Coordinate two or more Family Night Out activities (late Spring / early Fall)
- Storage of all reusable supplies

Organize with a neighborhood kid or create yourself a Kids Page for quarterly Newsletter