



Board Responsibilities

Congratulations

Congratulations on being elected to your Neighborhood Association's Board of Directors! As a Neighborhood Association board member, it is your responsibility to make decisions and represent the interests of your neighborhood, undertake efforts to create an environment where all neighbors can be heard, and to follow the rules and processes outlined in your bylaws, state nonprofit regulations, the Office of Community & Civic Life's ONI Standards for Neighborhood Associations, and city ordinance.

Here are some general responsibilities for each board officer position:

Chair / President

- Sets the agenda for each meeting, and adds any requests approved for the agenda
- Facilitates all board and general meetings
- Calls special and emergency meetings, when necessary, as outlined in the bylaws
- Receives and replies to phone calls, email, mail, and other correspondence, notifying other board members and delegating requests as needed
- Recruits new members and encourages participation in the association

Vice-Chair / Vice-President

- Acts in the absence of the President/Chair, with the same responsibilities
- Handles other tasks as requested by the Chair or other board members
- Recruits new members and encourages participation in the association

Secretary

- Maintains an up-to-date board roster and provides updates to SE Uplift*
- Ensures that 7 days' notice (date, time, location, agenda) is provided to the public prior to

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all board, general, and special meetings. We recommend you post them on your website and email your membership.

- Ensures that sign-in sheets are accessible to all in-person attendees and utilized
- Records accurate minutes of all meetings of the Neighborhood Association and makes draft minutes available to the board and membership for review prior to the next meeting
- Ensures that board meeting minutes are posted on the website
- Provides a copy of all minutes to the board and upon request, other members, each month after minutes have been approved
- For archiving purposes, submits to SE Uplift monthly a copy of the sign-in sheet, approved agenda, and approved minutes from each Neighborhood Association meeting*
- Submits an electronic copy of the Neighborhood Association's updated bylaws to SE Uplift as needed any time changes are adopted*
- Recruits new members and encourages participation in the association

** SE Uplift will archive your meeting records and update the City's Civic Life Bureau with key contacts for your NA and your most current bylaws.*

Treasurer

- Accounts for and deposits all revenue and income received
- Complies with the terms of the Fiscal Sponsorship Agreement if your neighborhood association is fiscally sponsored by SE Uplift
- Tracks any in-kind or financial donations received by the neighborhood association
- Annually:
 - Files the annual financial report with the Oregon Department of Justice, Charitable Activities section, and provides the records to SE Uplift for reimbursement of the associated fee and archival in coalition records
 - Files the annual report with the Secretary of State, Corporate Division, and provides records to SE Uplift for reimbursement of associated fee and archival in coalition records
 - If applicable as a recognized 501(c)(3), files an annual tax return with the IRS
- Tracks SE Uplift's \$500 communication grant funds and submits an annual report to SE Uplift
- Pays all association expenses, as needed

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- Keeps complete financial records and regularly reports the status of funds at meetings
- Recruit new members and encourages participation in the association

Land Use & Transportation Chair

- Receives land use notices and provides a summary report of notifications at monthly meetings, suggesting actions to be taken by the neighborhood
- Responds to land use notices on behalf of the neighborhood association
- Acts as a land use resource for their neighborhood association. Trains others in land use processes and procedures
- Serves as the neighborhood's representative on the SE Uplift Land Use and Transportation Committee which serves as a forum for connection and collaboration and meets monthly on the third Monday at 7pm
- Recruits new members and encourages participation in the association

Nominated Representative to the SE Uplift Neighborhood Coalition Board

SE Uplift is a separate federally recognized 501(c)(3) nonprofit organization that has worked since 1968 to build informed, inclusive, and participatory neighborhoods that support the social and ecological wellbeing of 20 neighborhoods in SE and NE Portland. SE Uplift provides training, resources, and capacity-building support that uplifts the aspirations of individuals, organizations and businesses that call this district home. We convene leaders throughout the district to collaborate on solutions to community challenges, and we connect neighbors to opportunities to become more civically engaged in the decision-making processes that impact their lives.

As a member of the SE Uplift Board of Directors, you would fulfill the roles of responsibilities of governing a separate nonprofit organization in collaboration with community leaders from neighborhood associations, Business District Associations, other nonprofits, and at-large board members from throughout the district.

SE Uplift Board of Director Responsibilities include:

- Attending 10 SE Uplift board meetings annually (first Mondays, 7-9pm, except Aug. and Dec.)
- Upholding the mission and values of SE Uplift's policies, programs, and practices

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- Complying with state law regarding the legal duties required of nonprofit board members
- Ensuring that coalition services and programs are responsive to community interests
- Serving as a conduit between your neighborhood and SE Uplift by communicating your neighborhood's activities and concerns to SE Uplift and by engaging your Neighborhood Association members in SE Uplift's programs and projects, and opportunities to engage in the civic activities with the City
- Building a relationship with your SE Uplift staff liaison to ensure that both our organization's needs are met
- Collaborating with other coalition neighborhoods on big picture vision, goals, and projects to strengthen our community (usually through participation in SE Uplift committees)
- Serving as an advocate in the public policy arena concerning land use, transportation, and other livability issues
- Overseeing the coalition's finances and organizational management

NEXT STEPS:

SE Uplift will provide your neighborhood association board chair with a Nomination Form that verifies that your neighborhood association has followed its bylaws and policies for selecting you as its nominee to the SE Uplift board. You will then be provided with a comprehensive welcome packet that includes materials to read, sign and return to SE Uplift. Once submitted, SE Uplift staff can arrange for you to be seated by its Board of Directors at a future board meeting. An orientation for new board members is provided by SE Uplift periodically throughout the year.

**Every Neighborhood Association in the district may have a seat on the SE Uplift Board of Directors. As a separate nonprofit organization, SE Uplift reserves the right to reject a nomination to its Board of Directors. If a Nominee is rejected, your Neighborhood Association may select another delegate.*

At-Large

There are often several at-large members of a neighborhood association board. At-large members serve as committee chairs or take on specific tasks. Projects may include things such as coordinating a neighborhood event, serving on a committee, and newsletter

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creation. Each neighborhood has different needs, and everyone has different interests. Determine your match and then work with the board to define your role.

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Items of Importance to all Board Members

It is recommended that all board members jointly share responsibility for the many additional duties of their neighborhood association board. While no one expects each board member to be an expert on all topics described below, it is wise to maintain familiarity with the following items:

Have a Clear Understanding of Purpose

Make sure your neighborhood association's purpose statement is clear and followed with each action and decision made.

Further Diversity, Equity, Inclusion, and Accessibility

Portland is a growing city full of people from a variety of experiences. Creating inclusive spaces and opportunities allow us to explore our differences and come together around common interests and goals. See SE Uplift's [website](#) for ideas.

Attend Meetings

Whenever possible, attend your neighborhood association's general, board, and special meetings. Notify the Chair In advance of absences.

Know the Rules: City Standards, and Your Bylaws and Policies

Familiarize yourself with your Neighborhood Association's bylaws, organizational policies and procedures, [state nonprofit regulations](#), and the City of Portland Office of Community & Civic Life's *ONI Standards for Neighborhood Associations*. These documents provide important guidelines related to the governing and operational practices of your organization so that your activities comply with state law, nonprofit best practices, and city ordinance.

Make sure your neighborhood association bylaws are reviewed annually and updated regularly. This will ensure that a grievance cannot be filed against your neighborhood association. If at any time your board amends your bylaws, make sure they are in accordance with the City code and state law, and be sure to provide a copy to SE Uplift so we may maintain up-to-date records.

Make sure that your board understands your neighborhood association's organizational policies and practices so that they may be followed. SE Uplift recommends that the board

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revisit its policies every two years to ensure they are relevant and reflect current organizational needs.

SE Uplift may be able to provide support and guidance on these items. Contact us for assistance.

Maintain Membership Lists

Anyone who lives, works, or owns property in your neighborhood is automatically considered a member. Additional considerations may apply to membership within your association. Maintain current membership lists via meeting sign-in sheets to ensure that eligible members are the only participants able to vote at association meetings or join the board. Capturing attendee emails will help you grow a list of neighbors to engage in your activities.

Get Materials and Notice Out Early

Provide advance notice and distribute background materials to the board and membership prior to any major item of business to be acted upon. Consult your bylaws on notification rules.

Know Financial Status

Review financial reports provided by your Treasurer on a regular basis to ensure that they detail the income and expenses for your activities, and that your board understands the balances of all accounts. If you are fiscally sponsored by SE Uplift, we will also furnish you with regular reports detailing your organization's charitable activities related to grants and donations.

Review Minutes

Thoroughly review the minutes prepared by your board Secretary to ensure that critical matters, including discussions or complicated and controversial topics, have been conveyed properly.

Seek Expert Counsel

Seek legal, accounting, or other expert advice as needed to supplement the board's understanding and experience dealing with complex issues. SE Uplift may be able to provide recommendations or trainings to build skills among your board.