



## **Board of Directors Information Packet**

- Board Member Expectations and Commitments
  
- Nomination Form
  
- Board Roles and Job Descriptions
  - President
  - Vice President
  - Treasurer
  - Secretary
  - At-Large Board Member



## Board Member Expectations and Commitments

The Montavilla/East Tabor Business Association is managed by a volunteer board of directors consisting of a President, Vice-President, Secretary, Treasurer and three-to-nine other directors.

In order to sustain the work involved in running Association operations, board members commit to minimum expectations so that projects have sufficient people power and workloads are balanced. This supports organizational growth and ongoing success and ensures that individual board members don't burn out.

### Seven Commitments

1. Maintain membership in the Association by paying annual dues.
2. Serve a term of two years.
3. Attend monthly board meetings. (If a director is unable to attend a meeting, they are responsible for contacting the board president or secretary of their upcoming absence.)
4. Participate on one committee\*.
5. Participate in email discussions.
6. Ensure the financial sustainability of the association by helping:
  - a. Recruit new dues-paying members,
  - b. Secure membership renewals from current members, and/or
  - c. Secure grants and sponsorships.
7. Serve as an ambassador for the Association who represents the Association's mission and champions Association goals.

\* Current committees: Trick-or-Treat on Glisan Street, Frosty Fest, Street Fair, Communications, Membership, Montavilla Mixers (additionally, board officers make up the executive committee)

### Director Expectations

The expected minimum time contribution for a board director is about 5 hours per month – some months more, some less depending on the schedule of activities. Meeting the Seven Commitments will help each board member meet minimum expectations.

There are many ways to meet the commitment each month. Other activities include:

- Participating in Venture Portland events, such as trainings, meetings, and summits
- Attending Association-sponsored events outside of a director's committee obligations,
- Participating in the occasional board retreat or special meeting.

## Nomination Form

Name:	
Email Address:	
Indicate the role you are interested in:	<input type="checkbox"/> President <input type="checkbox"/> Vice President <input type="checkbox"/> Secretary <input type="checkbox"/> Treasurer <input type="checkbox"/> At-large
Indicate the committee(s) you are interested in:  (check at least one)	<input type="checkbox"/> Communications <input type="checkbox"/> Membership <input type="checkbox"/> Frosty Fest / First Friday <input type="checkbox"/> Trick-or-Treat on Glisan Street <input type="checkbox"/> Montavilla Mixer / Networking  <i>Notes:</i> <ul style="list-style-type: none"> <li>• <i>METBA is not currently recruiting for the Street Fair Committee</i></li> <li>• <i>Officers automatically serve on the Executive Committee</i></li> </ul>

# President, Board of Directors

---

## Job Description

*Supervises:* Executive Director

The President ensures the long-term sustainability and longevity of the Montavilla/East Tabor Business Association. The President monitors the performance of directors and officers, proposes policies and practices and ensures that board of directors: 1) are aware of and fulfill their governance responsibilities, 2) comply with laws and bylaws, 3) conduct board business effectively and efficiently, and 4) are accountable for their performance.

### Duties:

- Chairs the Executive Committee who provide financial and strategic oversight for the organization; serves as ex-officio of all outstanding committees
- Facilitates board meetings (call to order, motions, etc.)
- Participates in strategic planning, goal-setting, and evaluation discussions to ensure growth, increased efficiency, and sustainability of the organization
- Approves contracts and grant agreements, and collaborates with the executive director to ensure that contract deliverables are met on time
- Supervises executive director
- Recruits and assists with onboarding new board members
- Provides support and guidance to board members and committee members as needed
- Models active participation in the annual membership campaign and encourages all board members to be actively engaged in member recruitment
- Authorized signer on all accounts
- Actively participates in the annual budgeting process by providing guidance on spending priorities based on organizational direction
- Recommends policies and guidelines to mitigate risk to the organization and increase organizational sustainability and longevity
- Reviews in collaboration with the Executive Team the annual insurance policy; recommends changes
- Serves as a point-of-contact to Venture Portland and participates in sponsored events
- Speaks to the media as an authorized spokesperson for the organization
- Ensures that the organization maintains positive relationships with members, funders, donors, partners, the Montavilla neighborhood, and other stakeholders.

## Vice President, Board of Directors

---

### Job Description

#### Duties:

- Member of the Executive Committee
- Participates in monthly executive committee meetings and board meetings; leads meetings in case of the absence of the President
- Oversees annual membership campaign including outreach and recruitment; chairs membership committee and ensures that annual membership goals are met.
- Chairs the Nominating/Board Development Committee and leads recruitment of future board members
- Ensures that structures and procedures are in place for effective recruitment, training and evaluation of board members
- Assists the board in identifying, mentoring and training their successors
- Assists the president in fulfilling their responsibilities
- Serves as an ambassador for the organization by actively building and maintaining relationships with business owners within the district
- Participates in Venture Portland sponsored events

## Treasurer, Board of Directors

---

### Job Description

#### Duties:

- Member of the executive committee who provide financial and strategic oversight for the organization
- Creates annual operating budget in collaboration with the Executive Director and committee chairs; works with executive committee to make mid-year adjustments as necessary
- Participates in strategic planning, goal-setting, and evaluation discussions to ensure growth, increased efficiency, and sustainability of the organization
- Recommends and implements financial controls, policies and guidelines to mitigate financial risk to the organization and maximize organizational efficiency, sustainability and longevity
- Understands the organization's financial condition and updates the board on budget standing (monthly) and membership (quarterly)
- Reviews and approves grant application budgets prior to submission
- Pays all invoices; maintains calendar of scheduled payments, reimburses staff and volunteers; codes receipts and paid items for proper accounting; delivers receipts and check stubs to staff accountant twice-monthly
- Receives all mail from PO Box, delivers checks to staff accountant and other mail to E.D. twice-monthly
- Coordinates with staff accountant. Account is responsible for entering paid and received items into accounting software, depositing checks, performing reconciliation, running reports (e.g., balance statement, profit/loss) on monthly, quarterly, and annual basis; submitting annual tax returns and any paperwork needed to maintain non-profit status.
- Serves as a point-of-contact to Venture Portland for financial matters; participates in Venture Portland events Chairs the finance committee, if any
- Authorized signer on all accounts

## Secretary, Board of Directors

---

### Job Description

#### Duties:

- Member of the Executive Committee
- Participates in monthly executive committee meetings and sends out final agenda to board
- Coordinates general meeting/annual meeting reminder emails with upcoming agendas
- Ensures quorum; records meeting participants; and takes, distributes and edits minutes
- Maintains member lists and ensures voting procedures and actions are in line with current bylaws
- Participates in annual membership campaign to recruit new members and renew existing memberships
- Serves as an ambassador for the organization by actively building and maintaining relationships with business owners within the district
- Participates in Venture Portland sponsored events

## At-Large Member, Board of Directors

---

### Job Description

#### Duties:

- Attends monthly board meetings
- Sits on one committee and participates in committee meetings and activities
- Participates in board/committee email discussions
- Participates in the annual membership campaign
- Serves as an ambassador for the organization by actively building and maintaining relationships with business owners within the district
- Participates in Venture Portland sponsored events