

NBN SECTOR 9 ROLES AND RESPONSIBILITIES

Chair/Vice Chair

Article Five – Section Three and Four

- The Chair is primary representative
- Vice-Chair is secondary representative
- Speak on behalf of Sector 9
- Facilitator of Sector meetings
- Liaison with City and City Administration
- Respond to written communication, through the Secretary, and inquiries from the City in regard to sector opinion after getting feedback from Leadership Council.

Committee Chair

Article Six – Section One

- Central person to guide group towards goals
- Spiritual leader, morale officer and integrity check
- Teach members where and how to get knowledge to build capacity (getting more volunteers)
- Provides goal updates via project plans
- Coordinate with area groups, associations, organizations, businesses, schools, etc. in implementing activities
- Seek resources for proposed projects to be implemented
- Liaison to specific Campaigns or City Departments
- Facilitator of Committee meetings
- Create agenda for meetings
- Follows the direction of Executive/Leadership Council
- Provide a report at the LC meetings, and if a report is due and the Chair is unable to attend then another LCM should present the report instead

Executive Council

Article Four – Section One

- Shall be comprised of Officers and Committee Chairs
- Utilize established sector and City processes to communicate issues and priorities
- Communicate issues and priorities to the Leadership Council
- Review Action Plans and make recommendations for effectiveness and implementation when necessary
- NBN Project Review before submission to Leadership Council
- Review and complete agenda for Leadership Council monthly meetings
- Make recommendations for new Leadership Council Members

Leadership Council Criteria

Article Three – Section One

- Must be a Sector 9 resident or stakeholder actively involved in the current NBN Process
- *Written commitment to serve through NBN Update Process (renewal is every 18 months)*
- *Regularly attend meetings-three consecutively prior to being an active member of the LC*
**3 unexcused absences will result in the suspension of voting rights – re-instituted after three consecutive meeting have been attended*
- Be on time for all meetings
- Keep all agreements.
- Support the needs of the standing committees
- Return ALL telephone calls within 48 hours
- Approve all nominations (Officers, Projects, Activities, etc.)
- Gatekeeper (representative) of all NBN Projects

NBN SECTOR 9 ROLES AND RESPONSIBILITIES

- Attend trainings and actively participate on a Committee
- Decision making body with voting rights
- Promote sector community and NBN process
- Ensure accurate communication occurs within the Sector group and among community leaders
- Oversee appropriate use of funds and resources
- Oversee Implementation of Goals
- Oversee implementation of administrative activities
- Oversee coordination and implementation of update planning process
- Promote individual neighborhood activities, issues and accomplishments
- Develop strategies to promote Sector 9 community and the NBN Process
- Evaluate leadership — assess if fulfilling responsibility
- Communicate and clarify responsibilities of the officers and members
- Share Sector 9 information (is responsibility of everyone)
- Share input for Agenda
- Find alternative ways to address goals (improviser)
- Encourage overall effectiveness of Sector 9 (Quality Control)
- Vote on sector organizational structure
- Make effort to recruit
- Respond positively to the media
- Maintain copies of minutes, handouts, etc.

Secretary

Article Five- Section Seven

- Record meeting minutes (communication)
- Produce internal communication (provide to City)
- Communicate changes in leadership and sector membership
- Promote Sector Community and NBN process by including information at events.
- Share press release information
- Share with city, sector events in order to publicize
- Approves external communications

**Minutes will only be distributed (via E-mail and at meetings) to:
Council Members and attendees of the LC**

Non-Council Members (occasional guests)

Obtain minutes from Lincoln Branch Library or indicate interest to become a Council Member by demonstrating consistency through meeting attendance and active involvement

Treasurer

Article Five- Section Nine

- Fiscal record keeper
- Central point to receive receipts
- Oversee appropriate use of funds and resources
- Prepare budget reports for council
- Liaison with fiduciary agency
- Sign Vouchers