Below is an outline of potential duties for each officer within your neighborhood group. Feel free to add or take away from this list to create a combination of roles that works for your group.

# Chairperson or President

This person is responsible for the overall leadership of the group, sets the agenda, and facilitates all meetings. It is important for this person to be objective and judicial. A chairperson should never dominate discussions. The chair keeps the meeting running smoothly while allowing participation and is the person who makes sure people keep to the agenda, both in content and timing.

## Some responsibilities of the chairperson are:

* Make sure members are notified about meeting dates, times, and locations with at least two weeks’ notice.
* Represent the association in a public capacity.
* Keep the meeting focused and within the allotted time frames as outlined in the agenda.
* Mediate membership discussion and clarify decisions made by the group.
* Have an organized agenda and bring issues to a vote, as needed, in an orderly manner.
* Review tasks and make assignments.
* Ensure that all members follow bylaws and procedures.
* Give credit and recognition for accomplishments.
* Follow up on decisions made at meetings.
* Meet with successor and ensure transfer of records, files, etc.
* Create a document to brief new members on the history and purpose of the group.

# Vice Chairperson or Vice President

The vice chair serves in an advisory/assistant capacity to the chair. In absence of the chairperson, the vice chairperson conducts the meetings and exercises all the usual duties of the chairperson. The vice chairperson should also be a person with strong leadership qualities.

## Some of the responsibilities of the vice chairperson are:

* Effectively manage and facilitate meetings in the absence of the chair.
* Assume the chair position in the event that the chair is unable to complete his/her term.
* Follow-up on tasks assigned to members of the association.

# Secretary

The secretary records the minutes of the meetings and makes sure that copies of the minutes, agendas, and other records are available for the board and the public.

## Some responsibilities of the secretary are:

* Record minutes during all association meetings and send to members after the meeting.
* Maintain current and comprehensive membership records.
* Record all official correspondence of the association, neighborhood plan, and by-laws.
* Pass along important information to be included in association newsletters.

# Treasurer

The treasurer is responsible for the funds of the neighborhood association. Most boards do not require anything but an occasional status report from the treasurer. Someone should be selected that will take the duties of the position very seriously since the fiscal condition of the association is crucial to the future wellbeing of the group.

## Some responsibilities of the treasurer are:

* Pay all the association’s expenses in a timely and accurate manner.
* Collect and deposit all funds received by the association.
* Maintain an adequate, thorough financial accounting system for the association.
* Collect voluntary dues from members of the association.

Best Practice: Create a separate bank account to hold your group’s funds. That way, as new treasurers are elected over the years, the funds can stay in the same account – and there’s no chance of funds being inaccessible due to a treasurer moving out of the neighborhood.