

**Eiler Heights Neighborhood Association in Old Bojon Town**  
Job Descriptions For Board of Directors and Officers  
Two Year Terms – April 2015 thru March, 2017

Revised July 7, 2015

**Board Members and Officers should be enthusiastic about their role in the Assoc. Board Members and Officers have been voted in to a rewarding job that will greatly benefit our neighborhood and help make our organization work. During your term you will hopefully enjoy working with residents and will, at the end of your term, feel positive about your efforts and have helped others to achieve their potential.**

**Board of Directors**

Set the direction for the organization. Make certain that the mission statement is being followed. Make certain that the fiduciary and financial position of the organization is stable. Participate in developing and growing the organization to include fundraising, event planning and membership. Familiarize and understand the non-profit guidelines to make sure the organization is compliant.

**President**

Implementing the above described directives for the Board of Directors. Leadership for the organization. Setting goals. Establishing monthly agendas and chairing monthly meetings. Overseeing events. Delegating responsibilities. Determining content for website and bulletin board. Updating the contact information roster to include an e-mail and call list.

**Vice President**

Implementing the above described directives for the Board of Directors. Implementing a photo library. Accepting the acting roll of President when necessary.

**Secretary**

Implementing the above described directives for the Board of Directors. Summarizing and distributing monthly meeting minutes to include posting on website and e-mailing. Distributing press releases to include newspaper, tv, e-mail and St. Mary's bulletin.

**Treasurer**

Implementing the financial directives of the Board of Directors. Responsible for the accounting of the financial statements. Tax preparation. Developing financial controls. Making sure that all financial transactions fall within the non-profit guidelines. Oversight of the Bojon Town "Wish List" Scholarship Fund.

**Volunteer Coordinator**

Implementing the above described directives of the Board of Directors. Responsible for recruitment of volunteers and development of volunteer list. Thank you's. Training of volunteers to not overdo. Sharing the load. Volunteer recognition. Developing increased membership numbers which includes instituting a contact network.

## **Volunteer Coordinator: Job Description and Duties**

**Volunteer Coordinators are responsible for recruiting and managing groups of volunteers as well as individuals of an organization.**

**They must have strong communication and management skills, since they must work with many different kinds of people.**

**They must be able to work and communicate well with other team leaders in order of developing plans for the organization.**

**They must be able to work and communicate well with the community.**

**They must have some writing skills, phone skills and computer skills.**

**They must have the Ability to Supervise, coordinate and evaluate volunteer services.**

**They must have the Ability to organize, educate develop volunteer personnel.**

**They must be able to conduct presentations when needed.**

**They must be able to attend and participate in all fundraising, unless an emergency. Should that happen always delegate someone as a back up for you. Get an approval from President of the organization first.**

**Volunteer Coordinator must be enthusiastic about what they are doing. Volunteer Coordinator must be Energetic and a organized individual.**

**Volunteer Coordinator will be involved with Events, Projects, and Marketing.**

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**A Volunteer Coordinator: has a rewarding job, you help make the organization work. In the end you can walk away feeling you did a good job and you have helped others do their job as well .**

**A Volunteer Coordinator gets to meet new and interesting people all the time.**

**You will enjoy what you do.**

**Don't forget you are a Volunteer Coordinator and if you need help just ask for a VOLUNTEER.**

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