

Annual Board Positions (office is one year but has no term limit)

Board members must maintain membership requirements, return signed Conflict of Interest form to WCA Secretary within 10 days of confirmed election, maintain pertinent files in approved Google Drive and actively attend meetings and events

Officers of the Board

1. The President shall preside over all meetings of the Members, the Board of Directors and Officers of the Board. They will prepare or cause to be prepared the agenda for meetings. The President may sign all contracts and agreements in the name of the Corporation after the Officers of the Board have approved them, serve as the representative of the Corporation in meetings and discussions with other organizations and agencies, act as a liaison between the other officers and members of the Board of Directors, committee chairpersons, and otherwise perform all of the duties that are ordinarily the function of the office, or as assigned by the Board. The President shall appoint all committee chairpersons, when appropriate, in consultation with Board members. The President shall ensure that all vital papers and property of the Corporation are transferred to the appropriate incoming Directors, Officers, and committee chairpersons. The WCA Google Drive will be used for permanent retention of records and histories.

2. The Vice-President shall perform the duties of the President if the President is unable to do so or is absent; perform such other tasks as may be assigned by the Board, monitor membership dues along with the Secretary, maintain shared file of name, job title, email, phone number and address of City, State, and local contacts, and at the request of the President, assist in the performance of the duties of the President. In the event that the office of the President becomes vacant, the Vice-President shall automatically become President. They will maintain and share electronically with the Board Officers, all materials of the Corporation. The WCA Google Drive will be used for permanent retention of records and histories.

3. The Secretary shall keep accurate records and minutes of all meetings of the Corporation; make available copies of the minutes of the previous meeting and distribute them in advance of each meeting; cause to be delivered all notices of meetings to those persons entitled to vote at such meetings; maintain the minutes book of the Corporation and a current listing, with phone numbers and addresses (including mail and email), of the Directors and Members; and maintain a current membership roster and make such roster available at all meetings where votes may be taken. They or their delegate will solicit and collect membership funds at community meetings and events. The Secretary will manage the general email or listserv file. They will maintain and share electronically with the Board Officers, all materials of the Corporation. The WCA Google Drive will be used for permanent retention of records and histories.

4. The Treasurer shall oversee the deposit of funds of the Corporation into the proper accounts of the Corporation within ten days of receipt; the recordation of all receipts and disbursements from such account or accounts; pay all bills and invoices within 30 days of receipt, or by the due date, whichever is sooner; the preparation of the books and records of the finances of the Corporation; the preparation of financial reports of the accounts for each Board meeting; and the preparation and filing of all end of year financial reports and federal and state tax reports. They will make all records available to the President and Board of Directors and will maintain and share electronically with the Board Officers, all materials of the Corporation, and upon the request of either, shall give an account of the Corporation's transactions and financial status. The Treasurer shall be responsible for the collection of annual dues from members, timely communication with the Secretary of new or renewed membership, and when deemed necessary by the Board, will maintain all insurance policies. The Treasurer will maintain and share electronically with the Board Officers, all materials of the Corporation. The WCA Google Drive will be used for permanent retention of records and histories.

Board Director Positions

CLEAN & GREEN DIRECTOR: Organizes events to engage the community in beautification projects and volunteer opportunities. Ideal candidate is involved in networking and promoting activities of various eco/greening non-profits working within Woodberry and the Jones Falls Mill Valley. Semi-annual participation in Mayor's Clean-up (April & October). Maintenance of the Woodberry Sign garden and/or community open space as they develop. Prepare and have issued meeting minutes and event news with approval of Officers of the Board. Attends and briefs the Board (6 x annually minimum). Other responsibilities as they develop. Documentation and use of WCA Google Drive is required.

COMMUNICATION DIRECTOR: Idea candidate is social media savvy. Acts to gather, edit and publish pertinent news and announcements within Woodberry and adjacent Jones Falls Mill Valley. Solicits Board updates for publication. Develops and publishes monthly e-newsletter, promotes Woodberry via website, FaceBook, Twitter, Blogs, Instagram or relevant social media outlets. Grammar, writing, fact checking, proofreading and web skills/template management desirable. Prepare and have issued meeting minutes and event news with approval of Officers of the Board. Attends and briefs the Board (6 x annually minimum). Other responsibilities as they develop. Documentation and use of WCA Google Drive is required.

FUNDRAISING/GRANT WRITING DIRECTOR: Ability to research grant opportunities, write and submit grants, coordinate with Treasurer for funds, monitor compliance and completes/files requirements pertaining to grants awarded to WCA. Publish via the e-newsletter award announcements and project updates pertaining to the grant. Event fundraising via sponsor donations desirable. Attends and briefs the Board (6 x annually minimum). They will maintain and share electronically with the Board Officers, all materials of the Corporation. Other responsibilities as they develop. Documentation and use of WCA Google Drive is required.

HISTORIC PRESERVATION DIRECTOR They will have knowledge of Baltimore City's Commission for Historical & Architectural Preservation (CHAP) codes and act as Woodberry's liaison with City and non-profits for the preservation of Woodberry's mill and manufacturing heritage. They will chair and/or delegate, with Officers of the Board approval, Woodberry's architectural review panel, if formed. The ideal candidate will attend and advocate Woodberry's position at various Baltimore City Hearings. Prepare and have issued meeting minutes and event news with approval of Officers of the Board. Attends and briefs the Board (6 x annually minimum). Other responsibilities as they develop. Documentation and use of WCA Google Drive is required.

PUBLIC SAFETY DIRECTOR: Ideal candidate will participate in/on the Northern District Community Relations Council meeting held six times annually at the Northern District Police Station, organize crime walks with our police representative(s), track and communicate crime in the community with our police liaison. Prepare and have issued meeting minutes and event news with approval of the Officers of the Board. Attends and briefs the Board (6 x annually minimum). Other responsibilities as they develop. Documentation and use of WCA Google Drive is required.

Board Director Positions (continued)

SOCIAL DIRECTOR: Responsible for social opportunities that promote meet and mingle both for membership, WCA committees and the greater Woodberry community. Annually plan the Hangout, our community block party, and National Night Out (August). The ideal candidate will have strong event planning, volunteer coordination, organization and/or executive assistant skills. Position involves grant writing and/or securing sponsor donations. Prepare and have issued meeting minutes and event news as approved by the Officers of the Board. Attends and briefs the Board (6 x annually minimum). Other responsibilities as they develop. Documentation and use of WCA Google Drive is required.

ZONING & LAND USE (ZLU)DIRECTOR: The ideal candidate will have personal work/scheduling flexibility as this position requires attendance and testimony at various Baltimore City Hearings (estimate 5-9 x annually). They will attend developer meetings, have knowledge of various City Codes and Ordinances, maps and resources, works closely with City Planning, CHAP, Liquor Board, the Housing department and other City agencies as necessary. The ZLU Director will draft position statements and/or letters for the President's signature . Additionally they may be requested to represent Woodberry's interest by attendance/coordination with Hampden and Medfield associations. Prepare and have issued meeting minutes and event news as approved by the Officers of the Board. Attends and briefs the Board (6 x annually minimum).Other responsibilities as they develop. Documentation and use of WCA Google Drive is required.