

ARTICLE VI: OFFICERS

Section 1: Officers of the Board

The VNC Board of Officers shall have seven (7) Executive Officers: ~~President, Vice President, Secretary, Treasurer, Communications Officer, Community Outreach Officer, and Land Use and Planning Committee Chair.~~ The officers of the Board (“Officers”) shall include the following positions which all together comprise the Executive Officers: President, Vice President, Secretary, and Treasurer.

Section 2: Duties and Powers

~~The primary duties of the Executive Officers are:~~ The duties of the Executive Officers are as follows and also include any additional duties as may be adopted by official action of the Board:

A. President

- Acts as the chief executive of the Venice Neighborhood Council
- Chairs the meetings of the Board of Officers and Administrative Committee meetings
- Sets agenda for Administrative Committee meetings
- Appoints committee chairs of the Ad Hoc Committees, subject to ~~veto by a majority of~~ Administrative Committee ratification by the Board, unless otherwise specified elsewhere in the bylaws
- Acts as chief liaison with Los Angeles City and other government agencies for delivery of Community Impact Statements, California Public Records Act requests, and other correspondence
- Acts as chief liaison with other Neighborhood Councils

B. Vice President

- Assumes the duties of the President when the President is unavailable and performs other duties as delegated by the President
- ~~— Chairs the Neighborhood Committee~~
- ~~— Acts as chief liaison with other Neighborhood Councils~~
- Maintains oversight of Standing and Ad Hoc Committees to ensure compliance with Brown Act, DONE and BONC policies, Bylaws and Standing Rules

C. Secretary

- Responsible for producing accurate minutes of ~~Stakeholder, Board of Officers and~~ Administrative Committee meetings and for submitting the minutes for public posting ~~no later than seven (7) days after the meeting at which they are approved but not more than forty five (45) days after the meeting at which the minutes were taken.~~ in accordance with Board of Neighborhood Commissioners (BONC) Policy. An alternate Secretary may be appointed by the Board to serve in the absence of the Secretary, as needed. Unless the person serving as Alternate Secretary is already a Board member, he or she shall not have any of the rights of a Board Member, including the right to vote on matters before the Council.
- Maintains all public records of the VNC
- Receives and logs all submissions and correspondence to the VNC and refers them to the appropriate Officer or Committee within seven (7) days

D. Treasurer

- Performs duties in accordance with City policies and procedures outlined in Article IX: Finances
- Chairs the Budget and Finance Committee
- Oversees the finances of the Neighborhood Council to assure total compliance with all Department of Neighborhood Empowerment (Department) and Los Angeles City requirements
- Submits financial reports to the Board of Officers at every regular meeting

— E. Communications Officer

- Oversees the maintenance and updating of the VNC website.
- Responsible for email announcements to Stakeholders
- Responsible for maintaining and updating the Stakeholder database and ensuring its confidentiality

— F. Community Outreach Officer

- Chairs the Community Outreach Planning Committee
- Organizes quarterly Town Halls and special events
- Works with Stakeholders, Board Officers, and Committees to promote participation in VNC activities
- is in charge of all VNC equipment
- Arranges to have refreshments at VNC Board of Officers meetings

— G. Land Use and Planning Committee Chair

- Chairs the Land Use and Planning Committee
- Responsible for preparation and submission of all required reports to the Board of Officers

Section 3: Selection of Officers

All Officers Executive Officers described in Section 1 are elected by the Stakeholders during the elections of the Venice Neighborhood Council. ~~Board Officers election process.~~

Section 4: Officer Terms

Officers shall serve ~~A Board Officer's term shall be for the duration of two (2) years or until a successor is elected or appointed.~~ Officers may be removed via the process described in Article V, Section 9.

