

Executive Officers

President

Chairs the Board of Officers and Administrative Committee meetings

Sets agenda for Administrative Committee meetings

Appoints chairs of the Ad Hoc Committees, subject to veto by a majority of Administrative Committee

... *What about Standing Committee Chairs?*

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

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

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
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

Treasurer

Chairs the Budget and Finance Committee

Reviews all funding requests

Vets Neighborhood Purpose Grants and Community Improvement Projects

Performs duties in accordance with City policies and procedures to assure compliance

Prepares and submits timely reports as prescribed by the Office of the City Clerk-Neighborhood Council Funding Division to the Board

Maintains the VNC financial records and a record of City Property under the control of the VNC

Submits financial reports to the Board of Directors at every regular Board meeting

Ensures that all financial accounts and records shall be available for public inspection and posted on the VNC website, if available

Elected Positions and Standing Committees

Communications Officer

Responsible for maintaining and updating the Stakeholder database and ensuring its confidentiality

Oversees the maintenance and updating of the VNC website

Oversees the maintenance and updating of the VNC email accounts

Responsible for (broadcasting) email announcements to Stakeholders

Oversees and sets up equipment for general board meetings

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

Promotes the Board elections, to find future leaders of the VNC, and to encourage all Stakeholders to seek leadership positions within the VNC

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

Administrative Committee

Consists of eight (8) Directors including the President, Vice-President, Secretary, Treasurer, and four (4) Community Officers who shall be selected by the fourteen (14) Community Officers at the first Board of Officers meeting

Chaired by the President

Sets agenda for Board of Officers meetings

Approves the mission statements of proposed Ad Hoc Committees

Can veto Ad Hoc Committee Chair appointments

Administrative Committee meetings shall require a minimum of four (4) members present to establish a quorum

All Administrative Committee meetings shall be agendized as joint meetings with the Board

The Community Officer members may be removed by a majority vote of the Community Officers

Neighborhood

Budget and Finance Committee

Performs duties of the Treasurer