

# CNA Officer Position Descriptions

## **President:**

- identifies neighborhood concerns
- promotes neighborhood assets
- initiates association action on issues
- keeps association members informed by letter, e-mail, website, media, phone, or in person
- calls and directs the agenda of monthly association meetings
- signs all association checks after the expenditure approval at a monthly association meeting
- creates all committees
- is the initial point of contact for media, government, and public inquiries
- appoints Regional Representatives for each quadrant
- signs all grant applications on behalf of the association after approved at a monthly association meeting
- receives correspondence on behalf of the association

## **Vice President:**

- represents the association in the absence or at the request of the President
- assists the President in many of the duties outlined above, as requested
- monitors progress of committee(s)
- may not sign association checks
- reviews all bank statements on a monthly basis
- releases all bank statements to the Treasurer for reconciliation
- directs outreach to local businesses and institutions

## **Secretary:**

- takes minutes at the monthly association meeting and executive committee meetings
- forwards minutes to post for review on web site
- collects and maintains member contact information
- creates and maintains electronic and paper databases as needed
- creates and updates documents and correspondence
- distributes documents in electronic and limited printed form
- coordinates with webmaster to update web site monthly

**Treasurer:**

- maintains all financial records for the association
- reconciles all financial transactions with bank statements received from the Vice President
- writes out all checks for items previously approved at a monthly association meeting
- may not sign association checks
- provides a current financial report at each monthly association meeting
- creates and monitors an annual budget
- researches fundraising opportunities