

Roles & Responsibilities of Elected Offices and Appointed Committee Chairs within OPENA

Elected Officers - These are the elected officers and their duties as defined in Section 3.04 of the OPENA bylaws:

- 1) The **PRESIDENT** shall be the principal executive officer of the Association and shall preside over all meetings, represent the Association on public occasions, and make such committee appointments from the membership as shall be deemed advisable for the effective conduct of the Association. He or she may call any necessary special meetings and shall be an ex-officio member of all standing committees. The President or the President's designated representative may represent the Association at the Heritage Oak Cliff and on all public occasions. Only the President or the President's designated representative shall speak for the Association. The President, or the President's designated representative, shall assume the role of parliamentarian, in that he or she shall become familiar with "Roberts Rules of Order Revised" and shall see that all general and Board of Directors meetings are conducted in accordance with them. The President shall, in addition, perform all other duties which normally pertain to the office.
- 2) The **VICE-PRESIDENT** shall assist the President as the President requests, and represent the Association on appropriate occasions. The Vice President shall also, in the absence or disability of the President, perform the duties and exercise the powers of the President of the Association. He or she shall be the President's liaison officer with all the committees, keeping the President up to date on all their activities. The Vice President shall act as coordinator of standing committees, assuring a prompt and cohesive communication of the neighborhood objectives to neighborhood residents and to guard the free exchange of ideas. The Vice President shall also be responsible for meeting programs and shall work with the Programs committee if one is so organized to ensure that programs have been scheduled for each meeting. The Vice President shall not be eligible to chair any committees.
- 3) The **TREASURER** shall collect, safeguard, disburse and make financial reports of all funds collected in the name of the Association. The Treasurer shall maintain all financial records of monies raised or collected for the benefit of the Association. Upon request from any member, up to the President, the Treasurer shall make available all recent financial and fund-raising records of the Association within a reasonable amount of time not to exceed 2 weeks. The Treasurer shall present a written report of the financial position of the organization at the each general and/or board meeting. The report shall include detailed accounting of all financial transactions that have occurred since the past report.
- 4) The **SECRETARY** shall keep attendance records and record the proceedings of

all meetings, maintain adequate records of the Association activities, and conduct such official correspondence as shall be required. He or she shall keep a list of all committee chairpersons and all standing and other committees. The Secretary shall be the official historian and shall keep the archives of the neighborhood. Upon request from any member, up to the President, the Secretary shall make available, within a reasonable amount of time not to exceed two weeks, copies of all recent Executive and membership meeting minutes and records. The Secretary-Historian shall place a brief summary of the minutes of the Board of Directors meetings in the Association Newsletter or on the Association website.

- 5) The role of Past President is specified in Section 4.01. This person shall have served as President of OPENA in past years and shall sit on the Association Board of Directors. While its duties are not clearly defined, it is assumed that this role shall serve to help the organization by providing advice and counsel to ensure the association actions are always in conformity with its bylaws.

The duties of the officers shall not be limited as enumerated above, but they may discharge in addition such duties as assigned by the Association Membership, the President or the Boards of Directors.

Standing Committees: These are committees established in Section 7.01 of OPENA Bylaws as adopted by the general membership at our March 2019 meeting.

- a. **Communications:** This committee shall be responsible for maintaining and updating the Associations website (www.opena.org) and our other social media platforms including Facebook and Next Door and/or establishing new ways to communicate with our residents and members such as Twitter. The committee will also be responsible for managing Neighborhood Contacts and sending out special communications to our contacts and paid members. The Communications chair will be responsible to ensure that all association events and newsworthy information is being effectively and regularly communicated to neighborhood residents and association members. The committee shall also be responsible for any special communications or information-gathering activities as requested by the Board of Directors.
- b. **Block Captains:** This committee will recruit a team of block captains who will be responsible for sign placement, distribution of door hangars and inform the Association of new neighbors who have moved into our neighborhoods. The Block Captain Chair will also be responsible for the Yard of the Month Program.
- c. **Community Planning and Development:** This committee shall be responsible for informing the Association of the plans of the city of Dallas, other governmental bodies and local community and neighborhood organizing entities, such as Heritage Oak Cliff. The Chair of this Committee shall either directly represent the Association on the Board of Directors of Heritage Oak Cliff or shall recommend a member to serve as the Association's representative, to be approved by the Board of Directors. The committee

will also make recommendations to the Association of desirable long-term plans for public facilities and common areas in the neighborhood. This committee will also be responsible to secure free resources or grants that are available in the community to facilitate these long term plans.

- d. **Crime Watch:** This committee will be responsible for informing the members of the Association by various means of the impact and prevention of crimes against persons and against property. The Chair of this Committee shall act as the Association's liaison with the Dallas Police Department Neighborhood Patrol or any successor organization.
- e. **Code Awareness:** This committee shall be responsible for the overseeing of code enforcement. It shall educate the neighborhood on applicable codes and notify the appropriate governmental agencies of violations.
- f. **Membership:** This committee shall be responsible for preparing and maintaining an up-to-date membership list, as well as encouraging neighborhood participation in the Association, the welcoming of new residents to the neighborhood and coordinating activities and special events. The Chair of this Committee shall regularly report to the Board of Directors on new neighbors who have moved into the neighborhood and provide them with new member packets which have been approved by the Board of Directors.
- g. A **Nominating Committee** led by a Nominating Committee Chair appointed by the President shall be responsible for obtaining nominations for the Elected Offices and shall announce a slate of officers at least 7 days before the date set for the election. Officers shall be nominated by the Nominating Committee and/or by nomination from the floor at the meeting in which the election is held. The nominating committee will provide an appropriate ballot for the purposes of voting and provide for the installation of new officers. This committee is specified in Section 3.02 of the Bylaws.

Ad Hoc Committees – Section 7.02 of the Bylaws allows for the establishment of additional Ad Hoc committees by the Board of Directors or a majority of the members of the Association as deemed necessary to pursue the stated objectives of the Association. Chairpersons of Committees shall be appointed by the President with the concurrence of the Board of Directors and shall serve at the discretion of the President. The ad hoc committees that OPENA has established include:

- h. **Programs and Events** – The chair of this committee will assess the need for information that is to be disseminated to neighborhood residents and association members. The program chair will be responsible for providing at least one informational program during each regular or general meeting of OPENA. The program chair will also be responsible for OPENA's participation in the National Night Out event each year. The program chair will also schedule any other OPENA events such as sponsoring candidate forums or other educational programming for the association.
- i. **Grants and Resources**- The role of this committee is to help to garner free resources that are available in the community (through funding sources or in-kind donations). This chair will be responsible for preparing and submitting grant applications on behalf

of OPENA to ensure we have the financial resources to fulfill our mission and to accomplish the objectives and projects that are agreed upon by the board of directors. This committee will also be responsible to ensure we have meeting spaces in the community and help to support our neighborhood schools.

- j. **Government Liaison** shall be responsible to establish a relationship and maintain an open dialog with local elected officials who serve our neighborhoods such as the District 4 City Council person, the local state representative, etc. The chair of this committee will be responsible for OPENA's certificate of Corporate, filings with the Office of the Secretary of State and 501-C3 incorporations. This chair will also seek available resources from city hall and keep the membership informed on voting and any issues associated with city, county or state government that may have a potential impact on our neighborhood.
- k. **Social Chair** will be responsible for all OPENA social functions. The Social Chair will plan activities and events that will facilitate the process of neighbors meeting each other and also be responsible for any refreshments that are to be served at our meetings.
- l. **Courtesy Committee** will be focused on welcoming new residents of the neighborhood into OPENA and also providing recognition to important life events that residents would like to share with their neighbors. The chair will also honor the good gestures of residents in our neighborhoods and give recognition to their personal and professional accomplishments. The Courtesy Chair will be responsible for such programs as a Welcome Basket for new residents and for a neighborhood directory.
- m. **Education Committee:** The chair works with our local schools such as JW Carpenter Elementary to help improve the achievement levels of students. The chair will meet with the school principal to determine how the Association can help meet their needs. The chair will also coordinate with the Dallas Public Library to facilitate and implement their academic programs.