

## Board of Directors

### Description

*The Board of Directors ensures that our organization remains both sustainable and accountable to our diverse community.* The Academy-Sherman Park Neighborhood Association's (ASPNA) Board of Directors develops and manages a strategic vision for the organization, develops governance policies that align with the agreed-upon vision for neighborhood stability in Academy/Sherman Park, and maintains the finances of the organization. This is a good opportunity for anyone interested in helping a neighborhood association grow.

### Recommendations

The Board of Directors will vote on decisions about the structure, membership, function, and priorities of the various subcommittees being formed. The various subcommittees will make recommendations to the Board on major initiatives of Academy/Sherman Park. The Board will have final decision making power on issues of committee structure and operations. Major functions of the Board will include:

1. **Changes to bylaws.** The steering committee (and eventual Board) will vote on the bylaws adopted under the 501(c)3 application, as well as any changes to be made thereafter.
2. **Budget management.** The Board will oversee spending and manage the ASPNA budget.
3. **Committee formation.** The Board will vote to form new committees to address specific topics of concern, and will be responsible for defining the scope of each committee, requirements for representation, and reporting requirements therein.
4. **Committee & board applications.** Within the Board, a Nominations Committee will be formed of representatives to meet separately, review committee applications, and recommend that the Board approve or reject applications for committee positions.

### Membership

Membership of the steering committee should reflect the wide range of stakeholders living and working in Academy/Sherman Park.

- 15 members
- At least 8 residents of Academy/Sherman Park (>50%)
  - Minimum of one homeowner and one renter
- No more than 7 representatives who live outside of Academy/Sherman Park
  - One business owner in the district
  - One property owner in the district
  - One real estate professional working in the district
  - One nonprofit professional doing work in the district
  - Three general seats
- Half of initial appointees begin on 1 year terms, half to begin on 2 year terms

### Positions

All members will be required to attend monthly meetings; they are allowed to miss no more than three before their good standing is revoked and membership is reviewed for termination by the Board. In addition, specific roles will be defined:

1. **President.** The president will call each meeting to order, facilitate presentation of agenda items, call for votes on topics of interest. All positions and responsibilities not filled will be assigned to the Board President.
2. **Treasurer.** All checks payable must be signed by the treasurer. The treasurer will also be responsible for maintaining complete financial records of the organization, to be supplied for an annual audit of the organization's finances.
3. **Secretary.** The secretary will be responsible for coordination of committee meetings, preparing meeting materials, recording minutes, and distributing information about meeting locations in a timely fashion.

## Board of Directors Member Application

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Employment/Occupation: \_\_\_\_\_

Why are you interested in joining the Board?

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Why do you feel you are a good candidate for serving Academy/Sherman Park?

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**What knowledge, skills, or expertise will you contribute to the Board?**

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**What are the best times and days of the week for you to meet?**

**(Circle all available days/times)**

<i>Monday:</i>	Morning	Noon	Late Afternoon/Evening
<i>Tuesday:</i>	Morning	Noon	Late Afternoon/Evening
<i>Wednesday:</i>	Morning	Noon	Late Afternoon/Evening
<i>Thursday:</i>	Morning	Noon	Late Afternoon/Evening
<i>Friday:</i>	Morning	Noon	Late Afternoon/Evening
<i>Saturday:</i>	Morning	Noon	Late Afternoon/Evening
<i>Sunday:</i>	Morning	Noon	Late Afternoon/Evening