



ROLE DESCRIPTIONS

Officers and Directors for CHA of RVA



OCTOBER 6, 2016

CHA OF RVA

Role Description Package Overview

This package describes the 2017 calendar year Mission, Purpose, Core Values, Job Summaries, Essential Functions, Knowledge/Skills/Abilities and Education/Experience/Prerequisites for Church Hill Association of RVA officers and Directors._

Officers and Directors are encouraged to be active participants in Board and membership meetings as well as association events.

Officers and Board members who have business or personal conflicts with specific matters before the CHA of RVA shall recuse her/himself from relevant discussions and votes influencing the areas of conflict.

Property ownership and/or residency is expected for officers and highly desired for 'At Large' directors when elected to office. Changes in status, during the director's / officer's term, will be addressed on a case by case basis.

The 'At-Large' director roles are likely to change from year to year based on association priorities and individual interests. Their duties may include serving as chair and/or participating in one of CHA's standing committees, coordinating the picnics and membership drive events and leading/supporting special focus areas of CHA of RVA. Likely focus areas for 2017 are listed in the attached 'At-Large' director role job description.

The 2017 role job descriptions are based on the CHA of RVA by-laws and are meant to augment the specific duties described in the by-laws.

Signatory authority matters are specified in the CHA of RVA by-laws.

Church Hill Association of RVA
President Role Job Description

MISSION: "Preserving our History and creating our Community's future."

PURPOSE: The purpose of the Church Hill Association of RVA is to enhance our community through civic, educational and charitable activities that support our infrastructure, development, historic preservation, health and safety, amenities, and the purpose details as described in the association's by-laws.

CORE VALUES: The Church Hill Association of RVA values community, inclusiveness, good works, and progress that respects and enhances our neighborhood's historic identity.

JOB TITLE: President Church Hill Association of RVA

JOB SUMMARY: The President is the executive officer of the Association and presides at Board and Membership meetings. The President also represents the Association at civic, other public functions, and in correspondence of the Association.

ESSENTIAL FUNCTIONS:

1. Create meeting agendas and preside at Board and Membership meetings.
2. Represent the Association in correspondence and at civic and other public functions.
3. Act as spokesperson for the Association on formal positions adopted by the membership.
4. Direct the Association in a manner consistent with the Association's purpose and core values.
5. Subject to the approval of the Board of Directors, appoint the chairs of all the standing committees of the Association (Budget, Nominations, Membership, Historic Preservation and Land Use, Holiday Festival, Parks, Transportation, and Development and Community Outreach) including such vacancies as may occur and may serve as an ex- officio member of all standing committees.
6. Create ad hoc committees as is necessary to fulfill the purpose of the Association.
7. Subject to the approval of the Board of Directors, appoint an Editor of the Association's newsletter, Block Leader Chair, and such other positions as may be deemed necessary to carry out the purposes of the Association.
8. Approves emails and announcements set to CHA members on behalf of the CHA of RVA association.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Possesses the temperament and life experience necessary to lead the Association.
2. Ability to maintain confidentiality and use sound judgment when making decisions.
3. Ability to gain thorough knowledge of CHA of RVA policies, by-laws and procedures.
4. Ability to effectively communicate with individuals from diverse backgrounds.
5. Ability to develop and maintain community relationships and sustain the historic character of Church Hill.
6. Ability to act as a representative of CHA of RVA to the public.
7. Ability to research, prepare, review and maintain reports and documents.

EDUCATION/EXPERIENCE/PREREQUISITES:

1. Same as those described for the Vice President Role

Church Hill Association of RVA Vice President Role Job Description

MISSION: "Preserving our History and creating our Community's future."

PURPOSE: The purpose of the Church Hill Association of RVA is to enhance our community through civic, educational and charitable activities that support our infrastructure, development, historic preservation, health and safety, amenities, and the purpose details as described in the association's by-laws.

CORE VALUES: The Church Hill Association of RVA values community, inclusiveness, good works, and progress that respects and enhances our neighborhood's historic identity.

JOB TITLE: Vice President CHA of RVA Association

JOB SUMMARY: This is a 3 year service commitment. The Vice President role provides direct support to the CHA of RVA association President during year 1. In year 2 she/he automatically assumes a 1 year term as CHA of RVA association President. In year 3 she/he assumes a voting role as a member of the board.

ESSENTIAL FUNCTIONS:

1. Act for the President in case of absence of the President.
1. Perform other duties as the President or the Board of Directors may assign.
2. Collaborate with the current Board supports fulfillment of the Church Hill Association of RVA by-laws.
3. Develop and support the committee responsible for December Holiday Festival planning.
4. Perform those activities she/he and the current President feel appropriate to prepare her/him to become President in the following year.
5. While VP, this role participates in the Nominating Committee and the Budget Committee, developing recommendations to be adopted in the year she/he becomes CHA of RVA Association President.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Possesses the temperament and life experiences necessary to become the President of CHA of RVA
2. Ability to maintain confidentiality and use sound judgment when making decisions
3. Ability to gain thorough knowledge of CHA of RVA policies, by-laws and procedures
4. Ability to effectively communicate with individuals from diverse backgrounds
5. Ability to develop and maintain community relationships and sustain the historic character of Church Hill
6. Ability to act as a representative of CHA of RVA to the public
7. Ability to research, prepare, review and maintain reports and documents

EDUCATION/EXPERIENCE/PREREQUISITES:

1. Minimum of 3 years successfully holding vocational role(s) demonstrating the experiences needed to lead and association
9. Property owner and/or resident of greater Church Hill community
10. Free of conflicts of interest between CHA of RVA mission/purpose and personal vocation or activities.
11. Possesses or agrees to gain a solid working knowledge of 'Robert's Rules of Order'
12. A member in good standing in the CHA of RVA and ability to pass a criminal background check

Past President Role Job Description

MISSION: "Preserving our History and creating our Community's future."

PURPOSE: The purpose of the Church Hill Association of RVA is to enhance our community through civic, educational and charitable activities that support our infrastructure, development, historic preservation, health and safety, amenities, and the purpose details as described in the association's by-laws.

CORE VALUES: The Church Hill Association of RVA values community, inclusiveness, good works, and progress that respects and enhances our neighborhood's historic identity.

JOB TITLE: Past President CHA of RVA Association

JOB SUMMARY: This is a one year service commitment. The Past President role provides direct support to the CHA of RVA association President for one year after the successful completion in the role of President. It is highly desired, but not mandatory, that the past president participates in this role.

ESSENTIAL FUNCTIONS:

1. The current President may appoint the immediate Past President to serve in any vacant role or in any role on a committee.
1. The Immediate Past President who has successfully completed their term as President may serve as a voting member of the board for a one year term.
2. In the event that neither the current President nor current Vice President fulfill their term, the Immediate Past President, as defined previously, will be offered the office of Acting President until the next election which may be held at the routine November date or at a special election called by the Acting President.
3. Act in a mentorship role to the current President of the Association
4. Perform other duties as the President or the Board of Directors may assign.
5. Attend and actively participate at a majority of board and membership meetings

KNOWLEDGE, SKILLS AND ABILITIES:

1. Possesses the temperament and life experiences necessary to lead the organization.
1. Ability to maintain confidentiality and use sound judgment when making decisions
2. Ability to gain thorough knowledge of CHA of RVA policies, by-laws and procedures
3. Ability to effectively communicate with individuals from diverse backgrounds
4. Ability to develop and maintain community relationships and sustain the historic character of Church Hill
5. Ability to act as a representative of CHA of RVA to the public
6. Ability to research, prepare, review and maintain reports and documents

EDUCATION/EXPERIENCE/PREREQUISITES:

1. Fulfilled the roles of President and Vice President CHA of RVA.

Church Hill Association of RVA Treasurer Role Job Description

MISSION: "Preserving our History and creating our Community's future."

PURPOSE: The purpose of the Church Hill Association of RVA is to enhance our community through civic, educational and charitable activities that support our infrastructure, development, historic preservation, health and safety, amenities, and the purpose details as described in the association's by-laws.

CORE VALUES: The Church Hill Association of RVA values community, inclusiveness, good works, and progress that respects and enhances our neighborhood's historic identity.

JOB TITLE: Treasurer CHA of RVA Association

JOB SUMMARY: This is a 1 year service commitment. The Treasurer role is responsible for the maintaining the financial duties of the CHA of RVA association.

ESSENTIAL FUNCTIONS:

1. Accurately maintain the financial records and accounts of the CHA of RVA Association
2. Collect all the funds of the Association and disburse the funds as stated in accordance with the by-laws.
3. Be a signatory on all accounts of the Association.
1. Provide the Board and CHA of RVA Association and Association membership with monthly treasurer's report and other financial reports. Provide these reports to the Secretary for website postings.
2. Prepare and file all relevant tax and other financial filings. Provide assistance for financial matters.
3. Maintain and renew the **Directors and Officers Insurance** and **General Liability Insurance**
4. Form and Lead Budget committee for the coming year and prepare a draft budget for presentation to the Board for Membership Approval (see CHA of RVA By-Laws for details)
5. Ensure that a qualified independent review of the Association's financial records is conducted within the first quarter following the end of the fiscal year.
6. Support the committee responsible for December Holiday Festival planning.
7. Attend monthly Board meetings and membership meetings.
8. Be present at picnics and other functions to provide financial assistance.
9. Perform other duties as the President or the Board of Directors may assign.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Proficiency in Excel or similar spreadsheet software
2. Ability to maintain confidentiality and use sound judgment when making decisions
3. Ability to gain thorough knowledge of CHA of RVA policies, by-laws and procedures
4. Ability to act as a representative of CHA of RVA to the public
5. Ability to research, prepare, review and maintain reports and documents

EDUCATION/EXPERIENCE/PREREQUISITES:

1. Home owner and/or resident of greater Church Hill community.
10. Free of conflicts of interest between CHA of RVA mission/purpose and personal vocation or activities.
11. A member in good standing in the CHA of RVA and ability to pass a criminal background check

Church Hill Association of RVA **Assistant Treasurer Role Job Description**

MISSION: "Preserving our History and creating our Community's future."

PURPOSE: The purpose of the Church Hill Association of RVA is to enhance our community through civic, educational and charitable activities that support our infrastructure, development, historic preservation, health and safety, amenities, and the purpose details as described in the association's by-laws.

CORE VALUES: The Church Hill Association of RVA values community, inclusiveness, good works, and progress that respects and enhances our neighborhood's historic identity.

JOB TITLE: Assistant Treasurer, CHA of RVA

JOB SUMMARY: This role provides direct support to the Church Hill Association of RVA Treasurer. This role is a one year assignment; the individual filling this role automatically becomes CHA of RVA Treasurer in the year following her/his appointment as Assistant Treasurer.

ESSENTIAL FUNCTIONS:

1. Act for the Treasurer in case of absence of the Treasurer.
1. Perform other duties as the President or the Board of Directors may assign.
2. Lead the committee responsible for Development and Community Outreach (i.e. fundraising).
3. Participate in regularly scheduled Board of Directors' and CHA of RVA membership meetings
4. Participant in the budget committee for the upcoming year's budget.
5. Participate in an independent review of the Association's financial records within the first quarter following the end of the fiscal year.
6. Perform those activities she/he and the current Treasurer feel appropriate to prepare her/him to become Treasurer in the following year.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Proficiency in Excel or similar spreadsheet software.
2. Possesses the temperament and life experiences necessary to become the Treasurer of CHA of RVA;
3. Ability to maintain confidentiality and use sound judgment when making decisions;
4. Ability to gain thorough knowledge of CHA of RVA policies and procedures;
5. Ability to effectively communicate with individuals from diverse backgrounds;
6. Ability to develop and maintain community relationships for the benefit of the CHA of RVA and people served;
7. Ability to act as a representative of CHA of RVA to the public;
8. Ability to research, prepare, review and maintain Treasurer reports and documents

EDUCATION/EXPERIENCE/PREREQUISITES:

1. Home owner and/or resident of greater Church Hill community
7. Free of conflicts of interest between CHA of RVA mission/purpose and personal vocation or activities.
8. A member in good standing in the CHA of RVA and ability to pass a criminal background check

Church Hill Association of RVA **Secretary and Assistant Secretary Role Job Descriptions**

MISSION: "Preserving our History and creating our Community's future."

PURPOSE: The purpose of the Church Hill Association of RVA is to enhance our community through civic, educational and charitable activities that support our infrastructure, development, historic preservation, health and safety, amenities, and the purpose details as described in the association's by-laws.

CORE VALUES: The Church Hill Association of RVA values community, inclusiveness, good works, and progress that respects and enhances our neighborhood's historic identity.

JOB TITLES: Secretary and Assistant Secretary Church Hill Association of RVA

JOB SUMMARY: The roles of Secretary and Assistant Secretary provides communication and administrative support to the Church Hill Association of RVA President, Board, and overall membership. The Secretary role is a one year assignment automatically following a one year obligation as Assistant Secretary. The division of tasks and responsibilities between these roles will be determined by the incumbents with approval by the President.

ESSENTIAL FUNCTIONS:

1. Accountable for maintaining yearly scheduling calendar for all board, membership and officer obligations.
2. Responsible for forwarding meeting agendas, special instructions, and reminders to board and membership for all upcoming meetings and events
3. Accurately records and transcribes minutes for all board and membership meetings; posts and forwards said minutes for membership/board approval.
4. Composes and forwards all mass membership e-mails regarding upcoming meetings, association and community events, development news, zoning links, and newsletter distribution
5. Accountable for posting all meeting minutes, financial documents, newsletter editions, and zoning and development links on community website
6. Functions as association liaison for the web site administrator and newsletter editor with appropriate access for all event advertising and coordination.
7. Maintains secretarial e-mail account with a view toward coordinating and protecting all relevant association correspondence and documentation
8. Responds to all community inquiries and requests for association material, coordination and participation
9. Performs other duties as the President or Board of Directors may assign.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Possess good computer skills
2. Ability to prepare, review and maintain accurate reports and association documentation
3. Extremely organized & self-motivated
4. Ability to maintain strict confidentiality
5. Ability to act as a representative of CHA of RVA to the public

EDUCATION/EXPERIENCE/PREREQUISITES:

1. Home owner and/or resident of greater Church Hill community
2. Free of conflicts of interest between CHA of RVA mission/purpose and personal vocation or activities.
3. A member in good standing in the CHA of RVA and ability to pass a criminal background check

Church Hill Association of RVA **Director-At-Large Role Job Descriptions**

MISSION: "Preserving our History and creating our Community's future."

PURPOSE: The purpose of the Church Hill Association of RVA is to enhance our community through civic, educational and charitable activities that support our infrastructure, development, historic preservation, health and safety, amenities, and the purpose details as described in the association's by-laws.

CORE VALUES: The Church Hill Association of RVA values community, inclusiveness, good works, and progress that respects and enhances our neighborhood's historic identity.

JOB TITLES: Director-At-Large Church Hill Association of RVA

JOB SUMMARY: There are 4 Director-At-Large positions; each having a 2 year term with 2 incumbents rotating off role each year. The role of each Director-At-Large is to perform such duties as may be assigned by the President or the Board of Directors.

ESSENTIAL FUNCTIONS: The essential functions of Director-At-Large positions will vary according to the specific duties assigned to each director. We expect that calendar year 2017 focus areas will include:

- Dramatically improving the CHA of RVA's outreach via social media, web site design, computer and mobile access.
- Marketing and branding activities related to CHA of RVA's work and initiatives within the community
- Hogtober coordination with Style Magazine.
- Community engagement, block captain coordination and outreach consistent with the CHA of RVA By-Laws.
- Expanding membership, financial sponsorship to strengthen the CHA of RVA's financial stability and representation.
- Proactive engagement with governmental entities that will influence the infrastructure and quality of life within our Church Hill community.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to prepare, review and maintain reports and association documentation
2. Should be extremely organized and self- motivated with excellent responsiveness and timely, accurate communication skills
3. Ability to maintain strict confidentiality
4. Ability to act as a representative of CHA of RVA to the public
5. Ability to effectively work with others and to organize committees as needed to accomplish assigned tasks

EDUCATION/EXPERIENCE/PREREQUISITES:

1. Home owner and/or resident of greater Church Hill community is desired
2. Cannot have conflict of interest between CHA of RVA mission/purpose and personal vocation or activities.
3. A member in good standing in the CHA of RVA and ability to pass a criminal background check

