

ROSEDALE HARVARD GULCH NEIGHBORHOOD ASSOCIATION

POLICIES AND PROCEDURES

POLICY I: Board Member Position Descriptions

A volunteer position on the Board for the Rosedale Harvard Gulch Neighborhood Association (RHGNA) constitutes a commitment of time and energy to our community.

General Board Member Requirements

- Members of the Board must be members of RHGNA.
- Members serve for varying terms or until their successors are elected.
- All members are expected to attend monthly meetings except for illness or travel.
- Since the Association represents a diversity of homeowners and residents, Board members should be willing to work cooperatively with other members to make decisions that reflect the Board's responsibility for the long-term quality of life in Rosedale Harvard Gulch.
- Members are expected to communicate courteously, with accurate information in their contact with community members.
- Members are expected to be able to discuss issues with other Board members in a courteous, productive and open manner.
- Members are expected to be approachable on all topics/issues by RHGNA members and help ensure timely feedback from the Board on any queries.

Officers

The officers of RHGNA shall be a president, a vice president and a secretary/treasurer. No individual may hold more than one office simultaneously. To qualify for any office a person needs to be a member of RHGNA. To be considered for election to the office of president, a person shall have served on the Board for at least one year. All officers shall serve for a term of two years or until their successors are elected. Terms shall begin at the end of the next Board Meeting after the election at the Annual Meeting. No person shall serve more than two consecutive terms in the same office.

President:

Under the general direction of the Board, the president shall:

- Ensure clear communication between the neighbors, local government agencies and the public at large.
- Prepare in advance the agenda for and preside at meetings of the Board and the general membership meetings.
- Know and uphold all RHGNA Bylaws, policies/procedures and budgets.
- Act as facilitator and advisor during the Board and general membership meetings.
- Arrange and facilitate additional meetings as necessary.
- Plan and implement the long-range and intermediate activities of RHGNA.
- Communicate in timely fashion pertinent information to the RHGNA.
- Delegate tasks and responsibilities among Board members to distribute workload.

Vice President:

Under the general direction of the Board, the vice president shall:

- Preside in the absence or inability of the president.
- Serve as the Chair of the Membership Committee:
 - Be responsible for the membership database, planning Association events, and other member-related activities.
 - As “owner” of RHGNA Membership list, updates and shares list with other Board members. Coordinates subcommittee chairs, such as member group subcommittees and member events subcommittees.
 - Devises membership surveys, collates and disseminates results; acts on results of survey.
 - Tracks meeting attendance through sign-up sheets, etc.
 - Reports on Membership status and activities at Board and General Meetings as necessary.

Secretary/Treasurer:

Under the general direction of the Board, the Secretary/Treasurer shall:

- Take notes/minutes at all meetings of the Board and general membership meetings.
- Prepare and distribute notes/minutes for review and approval.
- Maintain organizational records, including Bylaws, Policies and Procedures, etc.
- Establish a document repository.
- Assist as needed with communication.
- Safeguard RHGNA funds.
- Pay all approved bills.
- Maintain itemized cash account records.
- Report financial status at each meeting of the Board.
- Post financial reports for the membership on the website.
- Submit a written report at the annual meeting of the membership.
- Propose a yearly budget and post on website.
- File necessary tax returns.

Member-at-Large

One (1) Member-at-large shall be elected to serve for a single one-year term or until his/her successor is elected. The term shall begin at the end of the next Board Meeting after the election at the Annual Meeting. No person shall serve more than one term in this position.

Under the general direction of the Board, the Member-at-large shall:

- Take charge of tasks/initiatives as they arise
- Support other Board members as required
- Serve as Block Captain Coordinator:
 - Maintain a list of all primary Block Captains as well as back-up Block Captains (as available) for all 44 blocks in the Rosedale Harvard Gulch neighborhood.
 - Contact Block Captains both individually and collectively as needed to ensure thorough coverage of information-sharing in all 44 blocks. Sample forms of information include:
 - Picking up flyers at a central location and placing flyers at each home or business for their designated block (sticking out under a door mat, rolled up in a door handle, or slid behind bars next to screen/glass doors – anywhere EXCEPT in the US postal service-owned mailboxes);
 - Knocking on doors or calling neighbors and sharing information verbally;
 - Printing out flyers from an email sent by the Block Captain Coordinator for distribution.
 - Coordinate with other Board members to secure and clarify the information for sharing via the network of Block Captains.

Standing Committee Chairs

The chair of each Standing Committee shall be elected to serve for a one-year term or until his/her successor is elected. The term shall begin at the end of the next Board Meeting after the election at the Annual Meeting. No person shall serve more than three consecutive terms in the same office. Each chair shall secure and appoint an appropriate number of committee members to accomplish the purpose of the committee. The Standing Committees of RHGNA are:

Business – responsible for communication and action on issues related to the business members of RHGNA.

- Develop and maintain relationships with the business members of RHGNA
- Maintain a contact list of RHGNA business members
- Solicit support from business members through sponsorships for newsletter, and events.
- Serve as a communication point to and from business members.

Communication - responsible for timely, accurate communication with the members through the Newsletter, Newsflashes, Website and Block Captain structure

- Oversee and facilitate all communications efforts, including:
 - Newsletter production (4x / year)
 - Email Newsflashes (every other week)
 - Flyers and Website (as needed)
 - Promotion of other RHGNA functions or events (as needed)
- Solicit, compile, edit, and compose news items for newsletter, emails, and website
- Establish production schedule for newsletters 4 times per year
- Design newsletters, flyers and Email Newsflashes to be attractive, concise and clear
- Coordinate newsletter production with board members, Business Committee Chair (advertising sales), Block Captain Coordinator, printer
- Coordinate updates and news items for the website with the Website Coordinator
- Develop skills to contribute to website maintenance
- Check the RHGNA Gmail account (2-3 times per week)
- Reply to inquiries from community members regarding the Association or RHGNA communications
- Coordinate with the Membership Chair to update and maintain accurate membership records
- Report on Communications efforts at Board and General Meetings as necessary

Community Liaison - serves as focal point for communication and action on issues related to RHGNA's interaction with the City and County of Denver and local schools.

- Communicate regularly with the District 3 Office of the Denver Police Department:
 - arrange for representatives to attend and speak at General Membership and/or Board meetings.

- report to the RHGNA Board and to the membership all safety matters which affect our neighborhood.
- Be the focal point for communication between RHGNA and the City and County of Denver's Parks and Recreation Department.
- Be the focal point of all zoning/development-related communications both to and from RHGNA:
 - receive all written/electronic correspondence for zoning/development related issues;
 - draft all correspondence/communications from RHGNA on zoning/development related issues.
- Be the focal point for communication between RHGNA and other City and County of Denver agencies or departments.
- Communicate regularly with all schools located within the RHGNA boundaries and inform the Association regarding any school events which may impact the neighborhood.

POLICY II. Non-Endorsement Statement

This statement shall be included in all communications with the members/public that are supported by paid sponsorships:

"The acceptance of paid advertising in this newsletter does not constitute or imply endorsement of any advertised product or service by the Rosedale Harvard Gulch Neighborhood Association (RHGNA), its Board, or members. RHGNA accepts no responsibility for any claims made in any advertisement in this newsletter."

POLICY III. Communication Guidelines

Adopted: January 15, 2015 with editorial changes Nov. 20, 2015 to comply with Bylaws and Policy I.

OVERVIEW

For the purpose of fulfilling its mission, the RHGNA Board will, on a regular schedule and possible ad-hoc occasions, publish information to its constituents via Newsletter, Email, Flyers, Websites, Neighborhood Signage, and other means. The purpose of this document is to formally adopt guidelines for these communication methods.

GENERAL

RHGNA accepts paid advertisements for many of its communication channels. These advertisements may come from businesses, neighbors, political candidates, and other sources. Acceptance of paid advertisement does not imply any type of endorsement.

Therefore, for all methods of communication, alongside any paid advertisement the following statement will be placed in a proximate location at least once, as appropriate.

"The acceptance of paid advertising does not constitute or imply endorsement of any advertised product, service or political candidate by the Rosedale Harvard Gulch Neighborhood Association (RHGNA), its Board, or members. RHGNA accepts no responsibility for any claims made in any advertisement."

The Business Chair is responsible for contacting local businesses to solicit advertising and sponsorship support. The Business Chair is responsible for sending out invoices and keeping track of payments.

NEWSLETTER

Frequency: Quarterly: published at a schedule determined by the Communications Chair.

Distribution: Electronic via listserv, unless print is requested.

Print: Approximately 200 newsletters will be printed for distribution to local businesses, community locations and for New Member Packs.

Articles to Appear in Each Newsletter:

Letter from the President should include summary of neighborhood association actions, activities, and summarize important articles in the newsletter.

Officers' reports

Standing Committee Contributions:

Business report should list new sponsor businesses and report on support for our organization from our business community.

Communication report should include information on accessing our website and e-blast plus a calendar of neighborhood events including meetings.

Community Liaison report(s) should include relevant information on any issues related to city agencies/departments, e.g.

- A Parks and Recreation article addressing city-wide issues and/or plans; events/classes at the park and Harvard Gulch Rec Center; golf hours and special events at the golf course, etc.
- A Zoning report including important zoning actions & information from the City & County of Denver. At least once a year, neighborhood real estate sales information should be published.
- Any updates from District 6 City Councilperson's office.
- Safety report including information such as: Crime Statistics, Police news.
- Local School Programs and News.

Membership report should give statistics on our membership.

Additional articles- to be published when/as relevant

- RHGNA events
- Denver events
- INC news (from appointed INC delegate)
- History of neighborhood (At-Large Position responsibility)
- Transportation news (could be included in zoning report)
- Invitation to neighbors to submit an article
- Sponsor Business Highlight
- New in the Neighborhood Box

EMAIL BLASTS

The Communication Chair is responsible for determining the schedule and content of all Email Blasts. Board Members may suggest or request information be included.

WEBSITES

-RHGNA.ORG

The Communication Chair is responsible for content and keeping the website current. The

Communication Chair, with the concurrence of the President, may delegate this responsibility, as needed, to another Board Member(s) or a Communication Chair Subcommittee member.

Information that will always be posted includes:

- A current list of Board Members and their contact information
- An annual calendar
- The next two forthcoming events with date, time, venue and, when relevant, an agenda
- An advertising rate schedule

-ROSEDALE. VIVIDMAPS.CO

Vividmaps is a third-party mapping website. While the purpose of Vividmaps is to build community, it is also a revenue stream for the developer and RHGNA. Therefore, businesses must pay to be included.

FLYERS AND SIGNAGE

Flyers and signs may be posted in the neighborhood to raise awareness of RHGNA events. As appropriate, they will be removed promptly after an event is held.