

## **Duties of the Board Members**

### **President**

The President shall prepare the agenda and preside at all meetings of the Board and membership, shall provide direction for the Board, act as Liaison with city groups and governmental entities including, Office of Neighborhoods, East District Council, and others, shall have fiduciary responsibility for MVCC, and shall serve as ex-officio member of all committees, except the Nominating Committee and the Grievance Committee. In general, the President shall perform all duties incident to the office of President and such other duties as are assigned to him or her by the Board from time to time.

### **Vice-President(s)**

The Vice-President shall preside in the absence of the President, in the event of the death of the President, or his/her inability to act. If there is more than one Vice President, the Vice President who shall act in the President's absence is designated by the Board. The Vice President(s) shall perform such other duties as from time to time may be assigned to them by the President or the Board.

### **Secretary**

The Secretary shall keep minutes and written records of all meetings including general meetings, special meetings and Board meetings (but not including committees), shall be responsible for all correspondence of MVCC, shall act as custodian of MVCC documents including but not limited to bylaws, insurance certificates, mailing lists, etc., and shall mail out monthly Board minutes including all unfinished business which shall serve as notice of the next meeting, and shall make records available for inspection for any proper purpose at any reasonable time.

### **Treasurer**

The Treasurer shall be accountable for all funds, shall prepare monthly financial reports and shall give an accounting at each Board meeting and General membership meeting, shall keep and disburse all MVCC funds and shall maintain accounting records, and shall assist in preparing the annual budget and city filings.

*Note: All residents of our neighborhood shall be eligible for membership. The area we represent is bounded on the north by East Helen Street and the west boundary of the Arboretum, on the west by 23rd Avenue East, on the east by Lake Washington Boulevard and on the south by East Denny Way.*