

West Hill Cambridge Neighborhood Council

Job Descriptions



*All *officers of the Council, as stated below are members of the WHCNC Board and attend and plan all meetings and activities related to the Neighborhood Council.*

***Chair**

The Council Chair creates the agenda for meetings and leads those meetings. The Chair, with help from other officers, secures topics and presenters for the general meetings. The Chair acts as a liaison between the council and the city, or designates one of the council members or volunteers in the general membership to be a liaison for various projects or issues. The Chair will communicate with the neighborhood through various methods, to solicit comments on issues in the neighborhood, as well as share relevant information coming from the city and other entities. The Chair also has co-signature authority for the Council's financial accounts.

***Treasurer**

The Treasurer oversees the budget, monitors expenses and pays the bills, if any. The Treasurer oversees paperwork that is to be filed with the State or Federal governments. The Treasurer keeps abreast of opportunities for applying for grants with the City (or other entities) that generate revenue for use by the Council for the betterment of the neighborhood. The Treasurer also has co-signature authority for the Council's financial accounts and maintains routine audit of those accounts. The Treasurer will communicate with the neighborhood through various methods, to solicit comments on issues in the neighborhood, as well as share relevant information coming from the city and other entities.

***Secretary**

The Secretary creates the agenda and minutes for meetings and monitors the calendar for announcing meetings and distributing information regarding the meetings. The Secretary also has co-signature authority for the Council's financial accounts. The Secretary creates correspondence relative to the business of the Council. The Secretary will communicate with the neighborhood through various methods, to solicit comments on issues in the neighborhood, as well as share relevant information coming from the city and other entities.

***At-Large Members**

Contribute wherever needed to support the planning and execution of the activity of the Council. The At-Large Member will communicate with the neighborhood through various methods, to solicit comments on issues in the neighborhood, as well as share relevant information coming from the city and other entities.

Opportunities for

Other Assignments:

Communications Coordinator – someone with technology skills and knowledge of branding, effective advertising and communication to work within our venues of communication: Signage, Website, FaceBook, and NextDoor.

Membership Coordinator – this person would assist the Council in identifying ways to increase attendance and participation in the efforts of the Council and be knowledgeable of possible program leaders – who has what talent that can be shared with the whole of the neighborhood.

Community Service Coordinator – this person or team would identify projects within our neighborhood and coordinate work parties for accomplishing those projects.

Webmaster – currently Dale Armstrong is serving this function and assists board members in use and development of our website.

