



HISTORIC DISTRICT

Bluff Park Neighborhood Association

Board Officers' Roles

Excerpted from the BPNA Bylaws

All Officers

- Act to support the BPNA's purpose and nonprofit status.
- Serve as an ambassador for the BPNA, the Board, the Bluff Park Historic District, and the best interests of all those who live in, own in, and visit the neighborhood.
- Attend monthly Board Meetings, quarterly Community Meetings and events.
- Maintain status as Voting Members in good standing.
- Abide by BPNA's Bylaws, Conflict of Interest Policy, Standing Rules & other Policies of the Board.
- Are covered for normally expected duties under BPNA's Directors' & Officers' Insurance Policy.

President

Shall be the Chief Executive Officer and spokesperson for the BPNA

- Has full authority and responsibility for supervising Association affairs.
- Is subject to the ultimate review of the Board of Directors and Association Bylaws.
- Responsible for the key to the PO box and receipt of correspondence.
- Appoints Committee Chairs with Board approval and specifies manner of reporting.
- A Vice President shall assume the responsibilities of the President in his/her absence.

Secretary

Shall be the Chief Administrative Officer

- Keeps complete, accurate records of names and addresses of the Board & Voting Membership.
- Keeps complete, accurate minutes of the proceedings of the Board Meetings and distributes the minutes to the Board.
- Coordinates with the Vice President of Communications for noticing of meetings, elections and other actions required by the Bylaws or otherwise directed by the Board.
- Maintains a complete, accurate set of the Bylaws and the Standing Rules and other Policies.
- Distributes Voting Membership renewal notices.

Treasurer

Shall be the Chief Financial Officer

- Has custody, control and reporting responsibilities related to the BPNA Funds and disbursements as described in Article VI of these Bylaws.
- Keeps all necessary records and accounts of income, monies, gifts, contributions, pledges, dues, receipts, disbursements, expenditures, assets and liabilities.
- Complies with applicable financial provisions of federal, state and local regulations and laws.
- Reports the BPNA's financial status at each Board Meeting and Community Meeting.
- Procures necessary insurance for the BPNA.
- The Board may from time to time undertake a financial review, formal or informal.

Vice President of Communications

Shall be responsible to the BPNA for communications and information-sharing

- Maintains the BPNA's website, social media, print and electronic methods, as applicable, with current information, announcements and outreach of interest and relevance to the General Membership and Voting Members and broader community related to the BPNA's purpose, functions, meetings, events, elections and actions and based on feedback and material from the Officers and the community.
- Discharges web blasts and/or email marketing campaigns and oversees the BPNA's electronic newsletters and hardcopy newsletters, as applicable.

Vice President of Events and Fundraising

Shall be responsible to the BPNA for events, meetings and fundraising initiatives

- Develops a timeline of events, including resource requirements (such as, for example, people and money), budgets and target dates
- Presents event plans and updates to the Board and works with other Officers to marshal necessary human resources.
- Coordinates ways to raise money and works with the Officers to ensure solicitation and events are achieving targeted goals.
- Works to keep a flow of contributions, as needed, for advertisements, community events and historic preservation.

Vice President of Historic Preservation

Shall be the liaison and responsible to the BPNA on issues related to the Bluff Park Historic District's integrity and historic preservation

- Works with the City's Planning Department Staff and Commission, the Cultural Heritage Commission, other like-minded preservation organizations and residents in the neighborhood.
- Responds to requests and notifications from the City that involve planning relative to compliance with the Bluff Park Historic District Ordinance & Historic District Design Guidelines.
- Represents the Board at meetings of other associations representing historic districts.
- Attends meetings and works with the City staff, officials and other entities on policy development, ordinances and codes relevant to the preservation of historic district status and planning and building guidelines.
- Ensures Board is briefed in a timely manner on historic preservation issues, activities & events

Vice President of Public Safety

Shall be the liaison and responsible to the BPNA on issues of public community safety

- Acts as a communication point between the Board and the City's Police and Fire Departments and the District's City Council Office on issues of public safety.
- Develops and implements a Community (Neighborhood) Watch program.
- Schedules and facilitates, as appropriate, police and fire and safety-related resources and personnel for the BPNA's functions.
- Works with the President and follows up on generally applicable neighborhood issues and concerns directed by the Board related to public safety and helps formulate resolutions with City departments and for presentation to the Board for approval.

2019 Community Meetings & Events

Tue Mar 19	Special Town Hall Meeting with US Congressman Alan Lowenthal
Wed Mar 27	Community Meeting & Biennial Board Election Presentation
Wed Jun 26	Community Meeting
Sat Jun 22	Meet Greet & Eat Ice Cream Social with We Love Long Beach
Summer TBD	Lighting the 1st Path: Historic Lamppost Dedication Celebration Event
Sat Aug 3	Community Yard Sale & Lamppost Project Fundraiser Yard Sale
Wed Sep 25	Community Meeting
Sep/Oct TBD	Harbor Port Tour with Port of Long Beach
Sun Oct 20	Annual Fall Harvest Block Party (Date Subject to Change)
Sun Dec 1	Annual Holiday Bow Breakfast: Decorating Our Icon

2019 Board Elections Timeline

Feb/Mar	Call for Candidates, Share Info on Election Process, Update Membership List
Wed Mar 27	Call for Candidates and Introduce Candidates at Community Meeting
Thu Mar 28	Email Balloting Begins among Voting Membership
Wed Apr 3	Email Balloting Ends among Voting Membership
Sat Apr 6	Election Results Shared and Posted Online
Thu Apr 11	Transition Board Meeting with Immediate-Past, Current, and New Officers

2019 Board Officer Positions Up for Election or Re-Election

2-Year Term:	President, Events, Public Safety, Preservation	Next Election in 2021
1-Year Term:	Treasurer, Secretary, Communications	Next Election in 2020

All Officer Positions will be up for election in 2019. Beginning in 2020, annually held elections will elect specified officers for 2-year terms, to ensure long-term continuity, staggering and succession planning

2019 Board Meetings

*7:15 PM on 2nd Thursday of Each Month (UNLESS NOTED WITH ASTERISK *)*

Thu Apr 11
Thu May 9*
Thu Jun 13
Thu Jul 11
Thu Aug 8
Thu Sep 12
Thu Oct 10
Thu Nov 14
Thu Dec 12

Visit Us **Online:** bluffpark.org
Like Us on **Facebook:** [@bluffpark.org](https://www.facebook.com/bluffpark.org)
Follow Us on **Instagram:** [@bluffparkorg](https://www.instagram.com/bluffparkorg)
Follow Us on **Twitter:** [@bluffparkorg](https://twitter.com/bluffparkorg)
Sign Up for Our Email Updates
Email Us at info@bluffpark.org