

Weinland Park Community Civic Association

DUTIES OF OFFICERS and COMMITTEE CHAIRS

WPCCA public meetings are the fourth Wednesday of each month at 6:30 p.m. (except Nov. and Dec.)

WPCCA Steering Committee currently meets the second Wednesday of each month at 6:30 p.m.

Weinland Park Collaborative meets the third Wednesday of each month at 9 a.m.

All officers are expected to attend the WPCCA meetings and are welcome to attend the WPC meetings.

Duties of the President

The President of the WPCCA is an important advocate and representative of Weinland Park. The role of the President is to advocate for the good of all Weinland Park residents, businesses, employees, and organizations.

- A. Preside over all WPCCA meetings (general, Steering Committee and special)
- B. Prepare an agenda for all WPCCA meetings; contact and schedule guest speakers for the general membership meetings
- C. Coordinate the activities of the WPCCA; appoint chairpersons to the committees and Neighborhood Festival/National Night Out
- D. Communicate to the committees and general membership as required by events
- E. Represent the WPCCA to the community, government agencies and other organizations (City of Columbus, stakeholders in WP, collaborators, etc.)
 - Maintain relationship with residents
 - Attend meetings throughout the city representing WPCCA
- F. Any additional duties as determined by the officers
- G. Maintain the integrity of the WPCCA

Duties of the Vice President

- A. Preside over all WPCCA meetings in the absence of the president
- B. Serve as interim president in the event of a vacancy in the presidency until the next general election
- C. Assist the president in coordinating the activities of the WPCCA
- D. Help with food preparations for the public meetings
- E. Communicate the needs of the neighbors to the WPCCA
- F. Any additional duties as determined by the officers
- G. Maintain the integrity of the WPCCA

Duties of the Treasurer

- A. Maintain a current record of the financial transactions of the WPCCA and provide a report of the financial balance as requested by the officers
- B. Deposit all monies collected into a bank account in the name of the WPCCA
- C. Pay all bills incurred by the WPCCA as approved by the officers
- D. Any additional duties as determined by the officers
- E. Maintain the integrity of the WPCCA

Duties of the Secretary

- A. Provide the WPCCA Steering Committee with a copy of minutes of all general and Steering Committee meetings; provide members of WPCCA with a copy of minutes of general meeting
- B. Maintain an up-to-date list of members attending WPCCA general membership meetings; send members a reminder email for public meetings
- C. Assist President in preparing an agenda for the public meetings
- D. Set up welcome table at meetings with sign-in sheets and general information
- E. Any additional duties as determined by the officers
- F. Maintain the integrity of the WPCCA

Duties of Committee Chairs

- A. Oversee the functions of their assigned committees
- B. Recruit and maintain members of their assigned committees
- C. Report on committee activities at Steering Committee meetings and as needed at general membership meetings
- D. Any additional duties as determined by the officers
- E. Maintain the integrity of the WPCCA

Prepared in March 2014; revised in March 2016.