

ORGHA Board – Roles and Responsibilities

As of July 1, 2014

OFFICERS	ROLES and RESPONSIBILITIES
President	Chair ORGHA General Meetings including: <ol style="list-style-type: none"> 1. Scheduling meeting 2. Developing agenda 3. Leading meeting
	Chair ORGHA Board Meetings including: <ol style="list-style-type: none"> 1. Scheduling meeting 2. Developing agenda 3. Leading meeting
	Create and maintain ORGHA calendar
	Set, prioritize, and track ORGHA goals
	Represent ORGHA within Livonia by participating in Livonia leaders Committee and at appropriate Livonia Government meetings
	Function as a liaison with other Livonia Homeowner’s associations
	Serve as a mentor and act as a backup for Directors of Standing Committees
Vice-President	Serve as backup for the President for the following: <ol style="list-style-type: none"> 1. Chair ORGHA General Meetings 2. Chair ORGHA Board Meetings 3. Create and maintain ORGHA Calendar 4. Set, prioritize, and track ORGHA goals 5. Represent ORGHA within Livonia by participating in Livonia leaders Committee and at appropriate Livonia Government meetings
	Mentor and act as backup for directors of various standing committees
Treasurer	Deposit all money received into the ORGHA checking account
	Report out the current account balance at Board meetings and for the newsletter
	Report out a forecast of upcoming expenses for the newsletter
	Record who contributed
	Receive, process and store all expense reports / receipts
	Prepare and maintain the ORGHA budget for the given calendar year and review it at Board meetings
	Receive bills for expenses incurred, write checks and mail them
Review account balance and verify there are sufficient funds to prevent incurring a monthly fee	

Secretary	Attend all ORGHA Board meetings and General Meetings including preparation of meeting minutes with assistance of recording secretary
	Maintain ORGHA Database which includes: <ol style="list-style-type: none"> 1. List of resident names and addresses 2. List of contributors 3. List of advertisers 4. List of Block Captains 5. List of ORGHA Contacts 6. List of Volunteers 7. List of names and addresses for external mailings
	Provide reporting from ORGHA Database which includes: <ol style="list-style-type: none"> 1. Contributor list for newsletter (in area, out of area, summary) and annual directory 2. Advertiser list for newsletter and annual directory 3. ORGHA Contact list for newsletter and annual directory 4. Block captain list for block captain chairperson and annual directory 5. Volunteer list for ORGHA Board 6. Contributor report for Garage Sale chairperson 7. Thank you letters sent to contributors
	Prepare annual directory
	Maintain data repository of original ORGHA source documents: <ol style="list-style-type: none"> 1. ORGHA Charter 2. ORGHA Board Roles & Responsibilities 3. ORGHA Processes 4. Contribution form 5. Original ORGHA logo 6. ORGHA Newsletter Masthead 7. Contribution form 8. Original ORGHA logo 9. ORGHA Newsletter Masthead 10. Other documents as deemed appropriate

DIRECTOR	ROLES and RESPONSIBILITIES
Community Efforts	<p>Participate in ORGHA General Meetings and Board Meetings</p> <p>Coordinate with activity chairperson and provide oversight of the following activities in support of the Old Rosedale Gardens Homeowner’s Association mission:</p> <ol style="list-style-type: none"> 1. Home of the Season 2. Beautification 3. Flags/Seasonal Decorations 4. Spring/Park Cleanup efforts 5. Babysitting 6. Scholarships 7. Historical Efforts <p>Additional activities may be added by the Director with approval of the ORGHA Board.</p>
Communications	<p>Participate in ORGHA General Meetings and Board Meetings</p> <p>Coordinate with activity chairperson and provide oversight of the following activities in support of the Old Rosedale Gardens Homeowner’s Association mission:</p> <ol style="list-style-type: none"> 1. Newsletter 2. Old Rosedale Broadcast System (ORBS) 3. ORGHA Facebook Page 4. ORGHA Web Page 5. Photography 6. External Mailings <p>Additional activities may be added by the Director with approval of the ORGHA Board.</p>
City Government	<p>Participate in ORGHA General Meetings and Board Meetings</p> <p>Coordinate with activity chairperson and provide oversight of the following activities in support of the Old Rosedale Gardens Homeowner’s Association mission:</p> <ol style="list-style-type: none"> 1. Mayor’s Office 2. City Council 3. Planning Commission 4. Public Services (DPW, etc.) 5. Public Safety (Police, Fire, Traffic, etc.) 6. Infrastructure Projects <p>Additional activities may be added by the Director with approval of the ORGHA Board.</p>
Community Engagement	<p>Participate in ORGHA General Meetings and Board Meetings</p> <p>Coordinate with activity chairperson and provide oversight of the following activities in support of the Old Rosedale Gardens Homeowner’s Association mission:</p> <ol style="list-style-type: none"> 1. Advertising 2. Volunteer Recruitment 3. Fundraising Activity 4. Welcoming Committee 5. Block Captains <p>Additional activities may be added by the Director with approval of the ORGHA Board.</p>

ORGHA Events	<p>Participate in ORGHA General Meetings and Board Meetings</p> <p>Coordinate with activity chairperson and provide oversight of the following activities in support of the Old Rosedale Gardens Homeowner's Association mission:</p> <ol style="list-style-type: none">1. Easter Egg Hunt2. Garage Sale3. Independence Day Parade/Picnic4. Garden Walk5. Softball6. Ice Cream Social7. Movie Night8. Halloween Parade9. 5-K Run10. Christmas Walk11. Santa Visits <p>Additional activities may be added by the Director with approval of the ORGHA Board.</p>
--------------	--