

DAVIS ISLANDS CIVIC ASSOCIATION
BOARD OF DIRECTORS ORGANIZING MEETING
2009

**DUTIES AND RESPONSIBILITIES OF OFFICERS, COMMITTEES
AND OTHER ASSIGNMENTS**

OFFICERS

PRESIDENT: Jeffrey Siewert

Duties -

- § Prepares the agendas for meeting of the Board of Directors and Executive Committee.
- § Chairs meetings of the Board of Directors and meetings of the Executive Committee
- § Represents the Board at community meetings and meetings of elected officials
- § Leads strategic planning of the organization
- § Delegates tasks to other board members, as appropriate
- § Ensures the organization's forms are up-to-date, including the board of directors contact list, membership application, responsibilities of committees, etc, and provides them to the newsletter editor, website information coordinator, nominating committee, etc, as needed.
- § Writes and submits President's message for bi-annual newsletter and monthly DI Community News.

VICE PRESIDENT: Walter Hill

Duties -

- § Assumes the duties of the president when the president is unable to do so.
- § Spearheads DICA's annual Community Awards, presented at the annual membership meeting/fall celebration, working with the Social Committee.

SECRETARY: Greg Rix / Jeannie Wolfe, Assistant Secretary

Duties -

- § Drafts master calendar for finalizing by Board at its yearly organizing meeting.
- § Records minutes of board meetings and provides minutes for approval at monthly meetings of the board.
- § Maintains board meeting attendance records and meeting minutes.
- § Maintains board member contact information and provides information to Board members.
- § Sends notices of board meetings.
- § Serves as the focal point for communication with board members.
- § Prepares copies of board meeting agenda and back-up materials for use at meetings.
- § Makes board meeting room reservations.
- § Keeps organization logo and letterhead.
- § Prepares and sends correspondence from the Board and maintains copies of correspondence.

TREASURER: Pam Colker / Leslie Stein, Assistant Treasurer

Duties -

- § Responsible for making deposits and paying bills.
- § Maintains the financial records of the organization in good order.
- § Makes monthly and annual financial reports to the Board.
- § Files annual report with State of Florida for corporation non-profit status.
- § Submits names of those who have paid dues to membership committee, for data update.
- § Checks for mail at P.O. Box and distributes to appropriate Board members.

COMMITTEES AND OTHER ASSIGNMENTS

EXECUTIVE COMMITTEE (PRES, VP, REC. SEC, TREASURE AND 4 OTHER BOARD MEMBERS APPOINTED BY THE BOARD)

– JEFF SIEWERT, WALTER HILL, PAM COLKER, GREG RIX, LISA DEVITTO, PATT FOSNAUGHT, LESLIE STEIN, ANTONIO AMADEO

Responsibility/Activities -

- Strategic planning body.
- Meets on short notice when necessary to deliberate regarding timely issues requiring expeditious research or action prior to a monthly Board meeting.
- Meetings may be held electronically, by conference call, or in person.

CODE ENFORCEMENT COMMITTEE (STANDING)

Chair: David Whigham

Responsibility/Activities -

- § Learns about and/or has knowledge of community codes.
- § Communicates with the City of Tampa Code Enforcement Division regarding possible code violations that need to be investigated.
- § Provides information to DI residents who have questions or concerns.

LAND USE/ZONING COMMITTEE (STANDING)

Chair: Kris Kral

Responsibility/Activities:

- § Reviews Davis Islands rezoning proposals and variance requests and provides a recommendation to the Board of Directors prior to scheduled City Council public hearings on the specific items.
Note: It is the policy of the Board of Directors not to weigh in on variances which only affect side or rear yards unless adjacent neighbors have concerns.
- § Contacts adjacent neighbors for input.
- § When a neighbor opposes a variance, the committee researches the request and provides a recommendation to the Board in the same manner front yard and height variance requests are reviewed.
- § Responsible for evaluation of variance requests including researching the request and considering the hardship from the perspective of all neighbors, including the community as a whole and the overall effects a variance proposal would have on the neighborhood, such as effects on drainage.
Note: Rezoning petitions are considered on a case-by-case basis, with both the petitioner and the adjacent neighbors provided the opportunity to make presentations before a vote is taken by the Board.
- n Committee holds meetings at which presentations are made. These meetings are typically held the day of and prior to monthly Board meetings. Meetings are open to all Board members.

MEMBERSHIP COMMITTEE (STANDING)

Chair: Jeanne Wolfe

Responsibility/Activities:

- § Maintains membership data base.
- § Provides Franklin Printers with updated membership data for mailing labels.
- § Mails membership applications within two months of the fall newsletter mailing to those homes with no response, as a reminder to join.

- § Conducts membership drives, such as setting up a table at DICA annual membership meeting, neighborhood walks, and other outreach opportunities.
- § Responsible, with assistance of Social Committee and other Board members, for program, preparations, setup and takedown for the annual membership meeting.
- § Responsible for overseeing the counting of ballots for election of Board members (at annual membership meeting) and reporting the results at the end of the meeting. See bylaws for more details.
- § Reviews submitted membership applications in order to update membership list and to provide committee chairs with the names of new members interested in participating on committees.
- § Spearheads the Board's efforts to recognize member accomplishments at special events and the fall membership meeting, by purchasing and presenting certificates of appreciation, etc.

SOCIAL COMMITTEE (STANDING)

Chair: Patti Bancroft
Assistant Chair: Patt Fosnaught

Responsibility/Activities:

- § Organizes and oversees events that provide a focus for fun community interaction and social activities (such as the Ice Cream Social and the Fall Celebration)
- § Provides assistance to the membership committee in preparing for the annual fall membership meeting by planning and providing refreshments and decorations.
- § Assists the website information coordinator and newsletter editor, to advertise upcoming social events.

NEWSLETTER EDITOR : Bill Besselieu /, Assistant Editor

Responsibility/Activities:

- § Sets the bi-annual DICA newsletter deadlines, including submittal of articles and other information, printing, and mailing (spring and fall).
- § Seeks timely articles and photos from Board members and other appropriate sources for publication in the newsletter
- § Edits and formats articles, clip art, photos, etc. to meet set deadlines, and provides information on CD to printer (Franklin Printers) for printing and bulk mailing to all DI residents.
- § Develops a strong and productive relationship with local media representatives on behalf of the organization.
- § Assists other committees with advertising through local media the events for which those committees are taking the lead in organizing.

WEBSITE INFORMATION COORDINATOR: Ken Elmore

- § Maintains the organization's website, davislandscivic.com.
- § Receives information for posting from committee chairs and Board members.

GREEN INITIATIVES COMMITTEE (AD HOC)

Chair: Lisa DeVitto

Responsibility/Activities:

- Develops and promotes initiatives that tackle such issues as global warming and depletion of natural resources, locally on Davis Islands.
- Seeks to become recognized as the most energy efficient and sustainable neighborhood in Tampa, with a 5-year target to reduce energy consumption by 20%.

- Develops and seeks implementation of a comprehensive strategy to reduce energy use and pollution from fossil fuel consumers (e.g., vehicles, lawn mowers, leaf blowers) residing or operating on Davis Islands.
- Seeks implementation of measures that make Davis Islands a cleaner, greener community, including participation in the City Tree Planting program to plant native trees in public rights-of-way and other public open spaces.
- § Meets with City officials for technical and grant assistance.
- § Provides input on design of park projects on DI.

TRAFFIC CALMING COMMITTEE (AD HOC)

Chair: Antonio Amadeo

Responsibility/Activities:

- § Researches and promotes traffic calming techniques appropriate for Davis Islands, consistent with the Community Plan.
- § Meets with City officials to gain technical information and to seek solutions to calm traffic.
- § Organizes community design charettes to educate and obtain input on possible solutions.
- § Assists website information coordinator and newsletter editor, to promote awareness and other needed actions.

501(C)3 ACCOUNT ESTABLISHMENT AND FUNDRAISING CAMPAIGN DEVELOPMENT

Chair: Charner Reese

Responsibility/Activities:

- § Raises minimum funds needed (\$10,000) to establish an account at Community Foundation for the purpose of fundraising for capital improvements on Davis Islands, consistent with the DI Community Plan (“Charner’s Challenge”).
- § Announces results of “Charner’s Challenge” at May 2009 Ice Cream Social.
- § If successful in raising the account minimum, establishes account and develops fundraising campaign, with a kick-off date goal of 2009 November Annual Meeting and Celebration.

NOMINATING COMMITTEE (Each year, the Board appoints the Chair and 5 other Board members, whose terms are not expiring at the end of the year)

Chair: Janice Davis

Responsibility/Activities (also see Bylaws for details regarding duties and deadlines):

- § Advertise for candidates for the Board of Directors, once a year (August)
- § Reviews applications
- § Develops slate of recommended candidates to fill Board positions with expiring terms (seven), once a year, including biographical sketches
- § Presents recommended slate to Board of Directors for approval, once a year (October).
- § Prepares ballot of candidates to mail to members (October).
- § Submits to Secretary new member names, addresses and telephone numbers for database with background information for official records.

COMMUNITY PLAN IMPLEMENTATION

**LEADER & ALT.: Charner Reese, Leader
Jeff Siewert, Alternate**

Responsibility/Activities:

- Guides plan implementing actions within the association’s jurisdiction.
- Represents the association on the DI Community Plan Stewardship Team.
- Works with other entities, both public and private, involved in implementation, through the City’s DI Community Plan Stewardship Team.

- Provides updates for the association’s website regarding the work of the Stewardship Team and prepares an annual “State of the Islands” progress report on achieving the plan’s vision to post on the association’s website.

THAN REPRESENTATIVE: Patt Fosnaught

Responsibility/Activities:

- § Attends the monthly meetings of the Tampa Homeowners Association of Neighborhoods, the citywide group representing neighborhood organizations on city-wide issues (Meetings are usually held the second Wednesday of the month in the evening.).
- § Keeps the line of communication going both ways by presenting issues to THAN as identified and directed by the Board and by reporting on THAN meetings to the Board.
- § Assists THAN in identifying individuals in our organization who would like to volunteer in the yearly “Paint Your Heart Out, Tampa,” program; and remind the Board of the yearly opportunity to contribute financially to the program.

THAN ALTERNATE:

Responsibility/Activities:

- § Performs duties of the THAN Representative when that person is unable to do so.

PARLIAMENTARIAN/BYLAWS: Leslie Stein

Responsibility/Activities:

- § Ensures Board meetings follow Roberts Rules of Order.
- § Maintains adopted Bylaws.
- § Informs the Board of any proposed action that would not be consistent with Bylaws to ensure Board adheres to adopted Bylaws.
- § At the direction of the Board, studies any potential Bylaw conflict and recommends revisions to Bylaws if appropriate.
- § Provides the Secretary with an official revised document.

NEIGHBORHOOD WATCH: Denise Cassidy

Responsibility/Activities:

- § Coordinates with the City of Tampa Neighborhood Watch Program.
- § Develops Neighborhood Segments within the Islands.
- § Leads the group of Neighborhood Segments and distributes information provided by the City of Tampa to report appropriate observed activities.
- § Documents significant events of the organization.
- § Provides the webmaster/newsletter editor with information as requested.