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*District 10 Como Community Council  
Historic Como Park Streetcar Station  
1224 Lexington Parkway North  
Saint Paul, MN 55103  
(651) 644-3889  
[www.district10comopark.org](http://www.district10comopark.org)*

## **BOARD JOB DESCRIPTION**

**ORGANIZATION:** District 10 Como Community Council: The Council is a 501(c)(3) nonprofit organization that promotes the involvement of residents and businesses in public decisions and plans by the City of Saint Paul and in promoting activities that make the community a great place to live and work. The Council is governed by a 15-member volunteer board of directors elected by community residents/business owners.

**JOB TITLE:** Board Member

**REPORTS TO:** District 10 Como Community Council Board Chair

**HOURS:** Minimum 5-10 hours per month (Elected 2-year terms)  
(day time and evening hours required)

**PAY RANGE:** No Compensation – Volunteer Position

**POSITION PURPOSE:** District 10 Board Members have the following primary responsibilities:

- Attend monthly Board of Directors meetings (third Tuesday of the month).
- Provide policy, financial, and legal oversight and help shape organizational planning to ensure that District 10 is run responsibly and according to regulations for 501(c)(3) organizations, and is successful in its efforts to achieve its mission.
- Conduct outreach within the District and within a particular sub district to encourage citizen participation, broadly gather input from community members, and to provide representation for diverse constituencies within the District in order to advise the City of issues that impact the quality of life in District 10.
- Serve on at least one committee, ad-hoc committee, or task force at all times and contribute to efforts to build community and maintain and improve the quality of life in District 10.
- Participate in Council sponsored events, including National Night Out, Neighborhood Cleanup Day, and others.
- Support the Council's fund development efforts including, helping to identify and approach other individual and business donors, and collaborate with the financial development committee on grant development, fundraising events, and solicitations.
- Help to fulfill the Council's obligation to staff the Historic Streetcar Station during museum hours on Sundays (12:00 – 4:00). For most members, this means four days/year.
- Support the organization's mission and strategic plan.

## **EXECUTIVE POSITION RESPONSIBILITIES**

### **Chair**

- Have general responsibility for oversight and governance of the affairs of the District 10 Como Community Council, including providing direct supervision to the Operations Manager/Community Organizer.
- Have general responsibility for the implementation of all organizational work plans and resolutions passed by the members of the organization.
- Preside over all board meetings of the District 10 Como Community Council and facilitate full discussion from all community members and board and staff members.
- Appoint chairpersons of committees and ad-hoc committees.
- Participate as an ex-officio member of all committees and task forces, but shall not chair any committee or task force.
- Serve on the Executive Committee.

### **Vice Chair**

- Ensure the appropriate organizational and staff policies are in place to guide the organization and lead the development of revisions or new policies.
- Perform the duties of the Chairperson in his or her absence, inability or refusal to act, and such other duties as the chairperson shall so direct.
- Assist the Chairperson in the oversight and governance of the District 10 Como Community Council as requested.
- Fill the unexpired term of the Chairperson in the event of a vacancy.
- Act as the parliamentarian at all monthly meetings of the District 10 Como Community Council.
- Serve on the Executive Committee.

### **Treasurer**

- Lead board oversight of the financial accountability, including training board members on oversight procedures and providing a monthly Treasurer's report at each Council meeting.
- Assist the Chairperson in the oversight and governance of the District 10 Como Community Council as requested.
- Ensure that accurate records are maintained of the fiscal matters of the District 10 Como Community Council.
- Present an annual financial report at the annual meeting.
- Serve on the Executive Committee.

### **Secretary**

- Ensure that accurate records of all proceedings of meetings of the District 10 Como Community Council are posted on the website and kept and maintained in the district office.
- Assist the Chairperson in the oversight and governance of the District 10 Como Community Council as requested.
- Collect and keep a file of reports submitted by all committees and sub-committees.
- Ensure that all vital records required by county, state, and federal government pertaining to operations are updated and on file at the District 10 office.
- Serve on the Executive Committee.