

HHPNC Exec duties (informal)

| Position | Informal Duties |
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| President | <ul style="list-style-type: none"> - has Zoom account info, creates zoom meetings, start zoom meetings - Sets up new positions and board members with the city - Manages resignations and necessary follow up steps - Share screen for executive committee - Creates and sends internal newsletter - Onboards new chairs - Supports chairs and committees - Oversees website changes and updates in communication with outreach committee point person - Emails agenda and supporting documents to city and website - Checking incoming supporting materials from all chairs on Sunday - Creating language motion for general board meeting from exec meeting |
| 1 VP | <ul style="list-style-type: none"> - Chairs Rules Committee |
| 2 VP | <ul style="list-style-type: none"> - Moderator in exec committee and general board meeting (manages timer in absence of treasurer) - Oversees onboarding new board members in communication with Outreach committee (Outreach committee to focus on community engagement to solicit applications) - Develops directory of community partners, resources for Board and for public - Oversees formation of sub-committee to develop materials and procedures for next election cycle - Responsible for interpretation at the request of community member before meetings - Oversees translation of public facing material on website and social media - Checking the agenda submission form for any questions about it before exec meeting |
| Treasurer | <ul style="list-style-type: none"> - Timer in exec committee and general board meeting |
| Secretary | <ul style="list-style-type: none"> - checks info email account and forward to relevant board member - has Zoom account info, creates zoom meetings, start zoom meetings - Receive agenda submissions from public - Check application submissions and forward to point person from Outreach committee - Will post executive and board at fire stations |

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| | <ul style="list-style-type: none">- Stores files- Holds printer- Roll call for voting items for executive and general board- Communicates with Funding rep in absence of Treasurer- Supports with internal weekly newsletter |
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