



## Information for Potential Candidates: QVNA Board Officers

(President and Vice President positions are on the ballot for November 2020 election)

In accordance with our bylaws ([www.qvna.org/bylaws](http://www.qvna.org/bylaws)), candidates must be 18+, live in Queen Village, and have attended a minimum of 2 QVNA-sponsored meetings ([www.qvna.org/events](http://www.qvna.org/events))

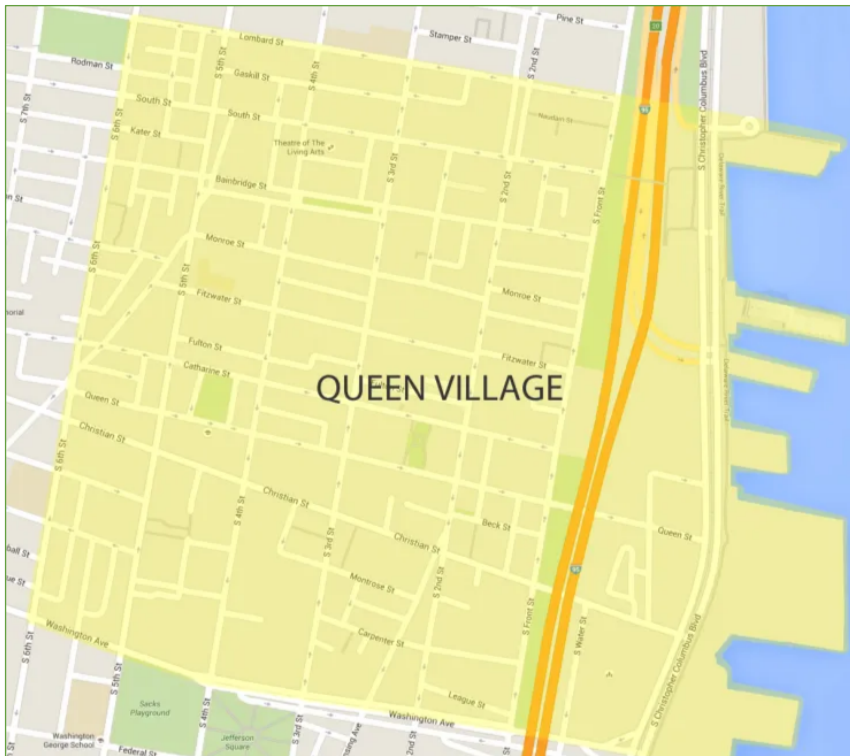
The deadline for informing QVNA of your interest in running for the Board is October 16<sup>th</sup>.

### Questions?

Please email [Board-Nominations@QVNA.org](mailto:Board-Nominations@QVNA.org)



**Community Stewardship. Advocacy. Service.**



The mission of QVNA is to provide community stewardship, advocacy and service **to help improve quality of life** for Queen Village residents.

Queen Village's boundaries are the south side of Lombard St to the north side of Washington Ave, and the east side of 6th St to the Delaware River piers.

**Business Community:** The South Street Headhouse District below 6<sup>th</sup> Street is within the boundaries of Queen Village.

QVNA is one of 225 Registered Community Organizations in Philly. RCOs are defined by the *City Planning Commission* as community groups concerned with the physical development of their community.

# How QVNA fulfills its Mission

We depend on hundreds of volunteers, memberships and donations; parking lot and advertising revenue and association-experienced staff to provide our programs and services.

***As a volunteer-driven nonprofit, volunteer recruitment and retention are vital.***

## **Improving Quality of Life for Residents:**

- Graffiti removal from public places
- Weekly curbside litter removal
- Planting of curbside trees
- Pocket park and playground cleanups
- Summer at Courtyard Enrichment Learning Program\*
- Covered parking for 180 cars at below-market rates

*\* Cancelled in 2020 due to pandemic*

## **News & Communication:**

- Weekly eNews Updates
- Community meetings on topics of interest to residents
- Online event calendar (QVNA.org/events)
- *Queen Village Quarterly Crier* magazine

## **Community Stewardship & Advocacy:**

- Recognized Community Organization (RCO)
- Convenes public zoning meetings
- Representation on CDAG, CCIM and DRWC
- Fiscal Sponsorship Program
- Community Grant Program
- Neighborhood-wide Recognition of Volunteers

## **Professional Staff Services:**

- Point-of-Contact by phone, email or text
- Assistance in obtaining City services
- Organization of events/activities for volunteers
- Program management

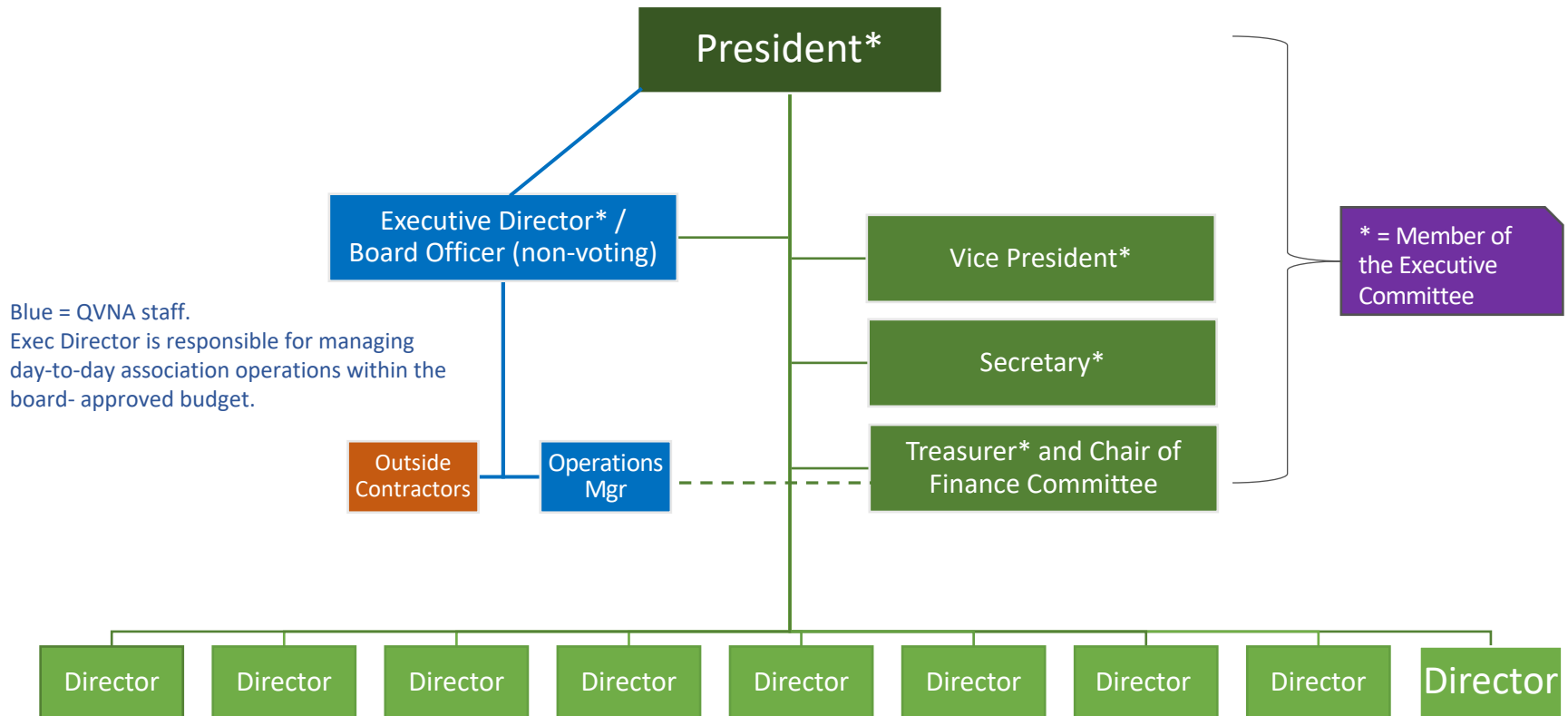
# Fundamental Duties of Each Individual QVNA Board Member

1. Actively participate in making decisions on behalf of QVNA, exercising his or her best judgment.
2. Put the needs of QVNA first when acting in a decision-making capacity.
3. Conduct the business of QVNA in a way that complies with applicable federal, state and local laws.
4. Exercise due diligence consistent with a duty of care that requires them to act in good faith, with the care an ordinarily prudent person in a like position would exercise under similar circumstances
5. Participate in the development and oversight of the Association's mission, strategic plan, policies, and help ensure that the work of Association Committees, Groups and Task Forces ("Entity" or "Entities") are aligned with the purpose, mission, strategic plan, and policies of the Association.
6. As assigned by the President, serve as the Board Liaison to one or more Entities, keeping abreast of the recent and upcoming activities of his or her Entity(ies) to:
  - Recommend to the President one or more volunteers to serve on an Entity and/or to serve as the Entity's Chair,
  - Provide the Board with a high-level written summary of the Entity's activities quarterly, or as needed, and
  - Identify needs for additional QVNA volunteers or other operational support.
7. Foster a culture of volunteerism within the community, help recruit QVNA volunteers, and recognize the accomplishments of current QVNA volunteers.
8. Expected to attend all scheduled Board, Special, and Community Meetings.
9. Will not take action or conduct him/herself in a manner deemed detrimental to the Association or Queen Village.
10. Will voluntarily report any conflicts of interest and recuse him/herself from participation in Board actions regarding them.

Source: QVNA Bylaws, as amended October 28, 2018.

# QVNA Board of Directors and Staff Organizational Structure

**The Board's work** is strategic planning & direction, governance, and oversight of the entire organization. Board decisions are made by vote.



\* QVNA Bylaws, as amended October 28, 2018.

# Board President Responsibilities

The President shall be the chief executive officer of the Association. The President or his or her appointee shall be empowered to represent the Association in accordance with the Bylaws and with Board policies.

- The President shall be entitled to call meetings of the Membership and of the Board in accordance with these Bylaws.
- In the case of a resignation, dismissal, death or incapacitation of an Officer or Director, the President shall appoint a replacement to the Board no later than the fourth Board Meeting following the resignation, dismissal, death or incapacitation, subject to the approval of the Board.
- The President has the power to create or dissolve committees and task forces of the Association, with the exception of Standing Committees (defined in Section XIV).
- The President has the power to appoint or remove all committee and task force chairs and members.
- The President shall be an ex-officio member of all committees except the Nominating Committee. The President, or his or her designee, shall act as the official spokesperson for the Association unless otherwise determined by Board Policy.
- The President has the power to hire or dismiss the Executive Director with the approval of the Executive Committee and, if no Executive Director exists, hire or dismiss Association staff.
- The President is expected to attend all scheduled Board, Special, Executive, and Community Meetings.

Source: QVNA Bylaws, as amended October 28, 2018.

***As a courtesy to prospective President/Vice President candidates, please know:*** the Board President signs legal and financial documents for QVNA. Sometimes a form may ask if the signer has had a personal or professional bankruptcy within the past seven years.

# Vice President Responsibilities

The Vice-President shall perform all duties assigned to him or her by the President.

- The Vice-President shall also perform the duties of the President in the absence or disability of the President, or as otherwise authorized by the Board.
- In the event the President resigns or is permanently unable to serve, the Vice-President shall perform the duties of the President until the position can be filled at the next Election Meeting that occurs in an even-numbered year.
- The Vice-President shall serve as an advisor to the President on agendas of Board and Community Meetings, volunteer recruitment and retention, and increasing overall Membership engagement.
- The Vice-President is expected to attend all scheduled Board, Special, Executive, and Community Meetings.

# Directors

Directors shall participate in the development and oversight of the Association's mission, strategic plan, policies, and help ensure that the work of Association Committees, Groups and Task Forces ("Entity" or "Entities") are aligned with the purpose, mission, strategic plan, and policies of the Association.

- Directors, as assigned by the President, shall serve as the Board Liaisons to one or more Entities. As such, each Director shall keep abreast of the recent and upcoming activities of his or her Entity(ies) to:
  - a. Recommend to the President one or more volunteers to serve on an Entity and/or to serve as the Entity's Chair,
  - b. Provide the Board with a high-level written summary of the Entity's activities quarterly, or as needed, and
  - c. Identify needs for additional QVNA volunteers or other operational support.
- Directors shall foster a culture of volunteerism within the community, help recruit QVNA volunteers, and recognize the accomplishments of current QVNA volunteers.
- Directors are expected to attend all scheduled Board, Special, and Community Meetings.



# Time Investment

An Officer can expect, on average, to invest 10 hours per month in service to Queen Village.

Activity	Hours per Month	# of Months	Hours per Event Day	# of Events	Hours per Year
Board Meeting Attendance (No July or August meetings)	2	10			20
Executive Committee Meetings	1	10			20
Community Meeting Attendance	2	10			20
Retreat: Strategic Planning	0		6	2	12
Non-QVNA Community Meetings	2	6			12
Community Service Day Event			4	2	8
Correspondence	1	10			10
QVNA Ambassador to Neighbors	1	12			12
Magazine-related activity			1	4	4
Zoning Meeting Attendance			2	1	2
<b>Total</b>	<b>9</b>				<b>120</b>
Total Hours per Year / 12 Months = Roughly 10 Hours per Month					

# Committees & Task Forces Report to the Board

**The Board's work** is strategic planning & direction, governance, and oversight of the entire organization. Board decisions are made by vote.

**Committees and Task Forces work on particular issues of interest to the Board.** They do the necessary background work, research, schedule development and day-to-day tasks that are necessary to keep the Board informed and to make recommendations to the Board for its strategic discussion and/or decision making.

- **Committee work** is ongoing throughout the year(s).
- **Task Force work** is limited to a singular project or program that has a deadline or will be completed in less than a year or has a specific deadline date.

**Committees and Task Forces keep the Board informed of their work.** Their recommendations are placed on a board meeting agenda for the Board's strategic discussion and Board vote. The Board may also decide that additional information is needed before it can make its decision.

## QVNA's 5 Standing Committees

- **Executive:** Chaired by the President and comprised of officers. It convenes as needed to discuss timely issues and matters related to governance, management, strategic planning, policy development, and conflicts of interest.
- **Finance:** Chaired by the Treasurer and comprised of Members. It monitors Association assets, operating budget and reserves, and drafts the annual budget for presentation at the Board's November meeting.
- **Grants:** Chaired by a Member and comprised of Members.\* In years when Board funding is made available, this cmte reviews QVNA Grant applications and determine which is/are worthy of funding, the amount(s) of each grant, and presents its recommendations to the Board for its approval.
- **Nominating:** Chaired by a Director and comprised of Members. It seeks candidates for the Board, verifies their eligibility, and oversees the conduct of elections.

\*QVNA bylaws define a QVNA Member as a QV resident 18+.

Continued . . .

# QVNA's 5 Standing Committees

(Continued)

- **Zoning:** Chaired by a Member\* and comprised of Members whose experience and skills are directly related to one or more aspects(s) of architecture, building design, construction, development, historic preservation, historic district conservation, urban planning, or zoning matters.
  - It convenes public meetings to review proposed building projects within the boundaries of Queen Village **after the City has refused the project for a building permit** because it does not comply with one or more aspects of the Zoning Code.
  - The zoning committee's work begins when the City assigns QVNA to be either the Registered Community Organization (RCO) in charge of the review, or to work in coordination with the South Street Headhouse District (SSHD) on the project's review, depending on the what type of building project is involved (commercial and/or residential) AND the location of the property. The committee represents QVNA in its review of proposed projects of Zoning Variance Applicants.

Like all RCOs, QVNA's zoning review responsibilities are defined by the Zoning Code. Board members are encouraged to attend a zoning meeting to better understand this important process. Also, please read about this at [www.QVNA.org/zoning](http://www.QVNA.org/zoning).

\*QVNA bylaws define a QVNA Member as a QV resident 18+.