



Information for Potential Candidates: QVNA Board of Directors

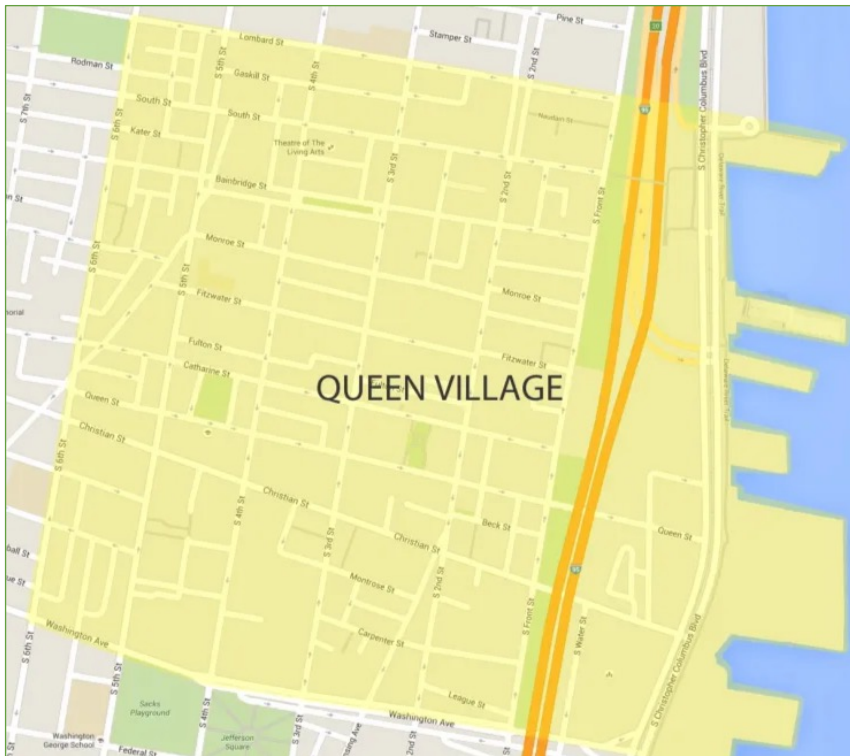
Questions?

Please email Board-Nominations@QVNA.org

QVNA provides community stewardship, advocacy and service
to help improve quality of life for Queen Village residents.



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 6th 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

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:

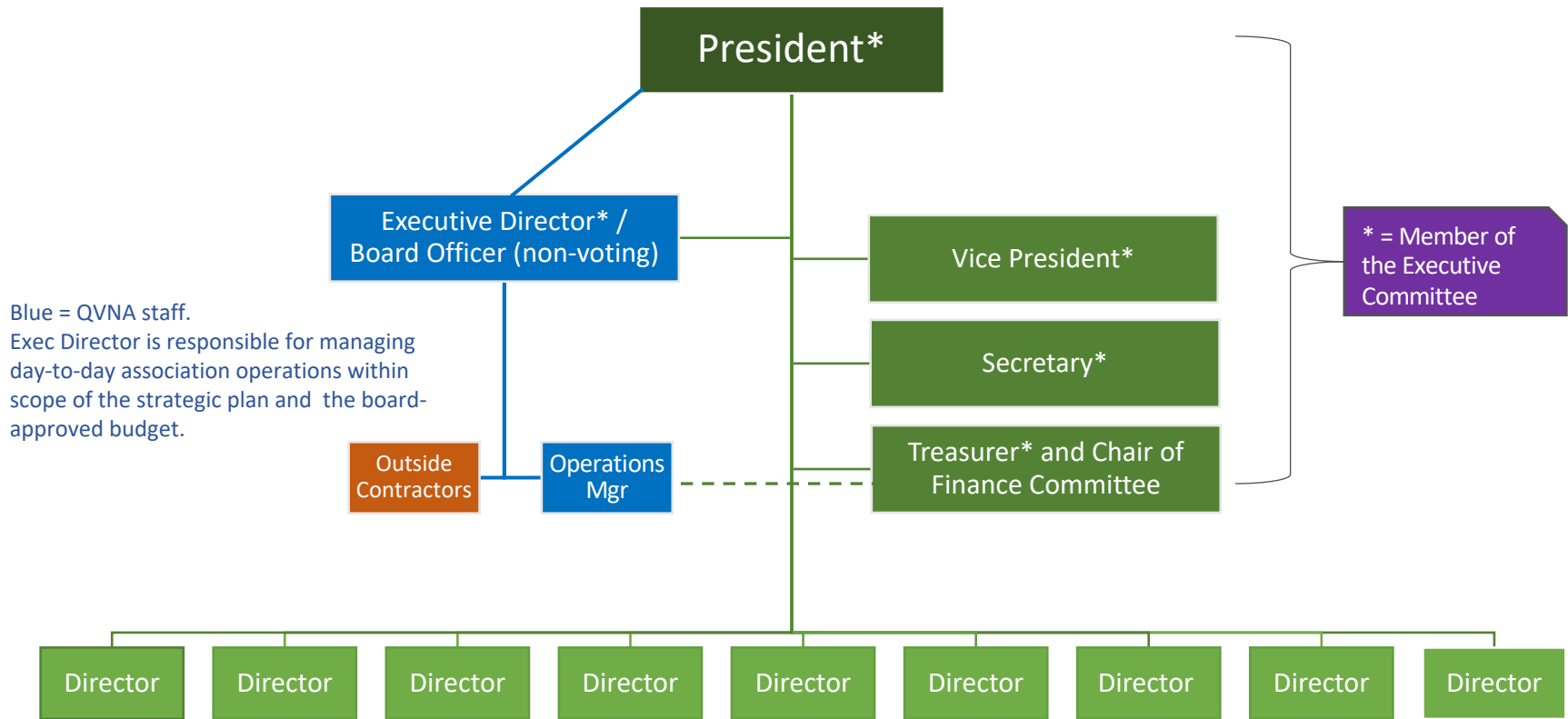
- Day-to-Day Association Management
- Point-of-Contact by phone, email or text
- Assistance in obtaining City services
- Organization of events/activities for volunteers
- Program management

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.

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.



The number of voting board members can range from 9 to 13. Four members of the board must be officers.

* QVNA Bylaws, as amended October 28, 2018.

Board Treasurer Responsibilities

The Treasurer shall oversee the financial policy of the Association; the filing of all governmental reports; and the deposits and disbursements of all funds by the Executive Director or other individual(s) approved by the Executive Committee for this purpose. As an officer of the association, the Treasurer is a member of the Executive Committee.

- The Treasurer, or in the Treasurer's absence another Director, shall present a statement of finances at each Board meeting. This report shall be reviewed and approved by the Board.
- The Treasurer may hire a professional services firm to assist in financial and accounting advice and shall perform other duties as may be required to support Board-approved policies.
- The Treasurer may create or dissolve subcommittees or task forces to review contracts, Fiscal Sponsor Agreements, services, and expenses of companies hired to provide QVNA community services.
- The Treasurer shall oversee all restricted funds deposited and disbursed by the Association on behalf of Board-approved fiscally sponsored groups of the Association, ensure that an executed Fiscal Sponsor Agreement is on file at the Association's office and is signed by the group's current Chair and Steering Committee Members and is in accordance with Board Policy.
- The Treasurer is expected to attend all scheduled Board, Special, Executive, and Community Meetings

The Treasurer also assumes the responsibilities of a Director.

Secretary Responsibilities

The Secretary shall keep correct minutes of all Board meetings of the Association. In the absence of the Secretary at any meeting, the President shall appoint a Secretary pro-tempore.

- The Secretary shall ensure the public availability of Association Bylaws, Board policies, and meeting minutes approved by the Board during his or her duly elected term.
- The Secretary shall perform other duties as may be required to support Board-approved policies.
- The Secretary is expected to attend all scheduled Board, Special and Community Meetings.

The Secretary also assumes the responsibilities of a Director.

Director Responsibilities

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 or Director can expect, on average, to invest 8 to 9 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
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
Total	9				100
Total Hours per Year / 12 Months = Roughly 8 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.
- **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.

*QVNA bylaws define a Member as a Queen Village resident 18+.
(Not to be confused with a Member who pays dues to the association)