

Board of Directors Duties and Expectations

General Duties and Expectations of all Board Directors:

- Assist in the development of policies, programs, and needs. Develop full knowledge and understanding of and follow HMPNA's bylaws and other governance documents.
- Faithfully read and understand HMPNA's financial statements.
- Participate in fundraising/grant writing when necessary.
- Maintain confidentiality when deemed appropriate and keep all HMPNA meetings and conversations on time, positive, constructive, and inclusive.
- Share responsibility for participating in meetings of adjacent neighborhood associations and other appropriate agencies and organizations, including but not limited to MFCNA, MFCDC, WPNA, Newfields, TCM, DPW, IMPD, IHPC, and the Mayor's Office, and report back to the Board of Directors at the Board meeting or sooner if deemed necessary.
- Review meeting minutes and share comments and/or corrections with all Officers and Directors within 48 hours of their distribution.
- Meet monthly, or as needed, for board and committee business.
- Responsible for activities leading to a sense of community for residents of HMPNA.
- Each Director is responsible for co-leading two social events per year.
- On average, committee chairs can anticipate spending between 2-5 hours/month on HMPNA-related activities, depending on whether they plan any special events beyond their monthly meeting.