

JOB DESCRIPTIONS FOR MEMBERS OF AIA EXECUTIVE COMMITTEE

Per AIA [bylaws](#), officers shall serve for one year or until their successors are elected, and their term of office shall begin at the close of the meeting at which they are elected. Officers serving two consecutive years in the same office may not serve in that same office during the following year but may serve in any other office. No member shall hold more than one office at a time.

ELECTED OFFICERS

PRESIDENT

Develops the agenda for and chairs monthly meetings of the Executive Committee and quarterly membership meetings

Arranges meeting space for Membership meetings (EC members take turn hosting EC meetings.)

Provides membership with at least one week advance notice of date, times, location of and agenda for each meeting

Appoints chairs for each of the standing committees described in the By-Laws

With the EC, carries out items approved for action in EC and Membership meetings

Represents AIA , or appoints delegates to represent AIA, in interactions with community organizations, City and State bodies

VICE PRESIDENT

Supports the activities of the President

Assumes the President's role when he/she is unable to do so

Serves out the term of a President who leaves office before completing that term

TREASURER

Maintains AIA's financial records in our accounting software, Quickbooks Online

Reconciles AIA's checking account monthly using Quickbooks Online and referencing bank statements

Accesses AIA's checking account online as needed

Accesses AIA's PayPal account as needed

Writes checks, makes debit card payments, or uses PayPal for payments to vendors in a timely manner

Maintains electronic records of invoices and receipts (copies/scans of invoices and checks received)

Receives and tallies AIA income from membership dues, Street Fair sales/fees, grants, and other sources. Income comes in through checks, PayPal, and credit card payments through Square

Reports on the state of AIA finances at each quarterly Membership Meeting

Submits Personal Property tax return to the State of Maryland in April of each year (simple form)

Develops a budget proposal for each calendar year to be approved by the Membership

If and when AIA is awarded grants, liaises with fiscal sponsor for grant management

Required skills and experience:

Experience with Quickbooks or similar accounting software

Access to high-speed internet and use of a computer
Experience with online bank account management
Experience with PayPal
Experience with or willingness to learn how to process payments and run reports through Square
Access to secure storage for AIA's checkbook and financial records
Basic understanding and ability to use Microsoft Excel

RECORDING SECRETARY

Prepares a written record of the proceedings of each EC and Membership meeting
Submits a copy of that record to the subsequent meeting for approval
Files the approved minutes with the Communications Committee, to be posted on the website

CORRESPONDING SECRETARY

Writes letters on behalf of AIA as directed by the EC and Membership and in concert with the President

MEMBERS AT LARGE (2)

Support the work of the EC as needed

REPRESENTATIVES TO CHARLES VILLAGE COMMUNITY BENEFITS DISTRICT (2)

Attend monthly meetings of the CVCBD, report on those meetings to EC and at Membership meetings,
Represent the interest of AIA at the CVCBD meetings

CHAIRS OF STANDING COMMITTEES (Appointed by the President)

COMMUNICATIONS

Edits and produces the AIA Newsletter at least 4 times and no more than 6 times a year, in both print and electronic formats; distributes printed newsletters to delivery volunteers
Keeps the AIA website up to date
Supports the President and other officers and committee chairs with promotion of AIA activities through flyers, website blog and social media posts
Maintains community sandwich boards

HOUSING

Works with residents, Strong City Baltimore, and City agencies to encourage homeowners and landlords to meet City Housing Code standards in the maintenance of their properties

SANITATION

Works with Charles Village Community Benefits District and City agencies to maintain clean streets and alleys, including rodent control
Coordinates AIA's participation in seasonal Mayor's Clean-ups
Coordinates delivery and pick-up by the City roll-off containers several times a year

Communicates with City regarding water main leaks, graffiti and other factors detracting from the health of the neighborhood

PARKING

Coordinates with the City Parking Authority and Charles Village Civic Association the annual process of
Parking Permit Renewal
Distributes parking passes at neighborhood site

MEMBERSHIP/WELCOMING

Supports activities approved by the EC and/or Membership to greet new residents and encourage their participation in AIA
Collects membership dues and maintains a record of all Members in good standing
Promotes membership sales throughout the year and at is in charge of the Street Fair Membership Table

SAFETY

In concert with CVCBDMA and Baltimore City Northern District Police coordinates Neighborhood Walks
Attends CVCBDMA Safety Advisory Council meetings or arranges for AIA to be represented there
Attends Northern District Community Council meetings or arranges for AIA to be represented there
Supports activities approved by the EC and/or Membership to promote a safe neighborhood, for example
porch light campaigns, trimming of trees that hide the light, etc.

OPEN SPACE

Oversees the care of the Abell Open Space, including cutting of grass, ordering mulch for the play equipment area, and care of the garden
Recruits volunteers to help with Open Space work on Mayor's Cleanup days
Facilitates discussion regarding possible additions of equipment to the Open Space
Supports planning and execution of any changes approved by the Membership

STREET FAIR

Beginning no later than May convenes and chairs the planning committee, meeting bi-weekly until the Fair in September
Recruits volunteers to direct and work on subcommittees
Applies for grants to meet overhead expenses
Reports to the EC regularly during the planning process
Becomes commander in chief on the day of the Fair

FILM SERIES COMMITTEE

Determines films to be shown for summer series; acquires proper licensing to show the movies; schedules movie showtimes and locations; coordinates the storage and physical setup of film equipment

NOMINATING COMMITTEE

Appointed by the President at least one month before election of officers

Determines the current officers who have reached term limits

Surveys current officers and committee chairs to identify possible candidates for the new year

Recruit nominees from the Membership

Develop a slate of recommendations for elective officers and appointive committee chairs to present to the Membership at the annual, January Membership Meeting when elections are held

The President may appoint other committees as the EC or the Membership deem necessary to fulfill the purposes of AIA. The Film Series Committee is an example of this.

N.B. The Executive Committee meets at 9 A.M. on the second Saturday of every month. Various committee members host these meetings, attendance at EC meetings is part of every member's job description.