

JOB DESCRIPTIONS FOR MEMBERS OF AIA EXECUTIVE COMMITTEE

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, time, 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 concert with fiscal sponsor, Strong City Baltimore
Receives and submits to Strong City Baltimore requests of payment of validated goods and services to AIA
Receives and tallies AIA income from membership dues, Street Fair sales, grants, and other sources
Reports on the state of AIA finances at each Membership Meeting
Submits Income Tax report in April
Develops a budget proposal for each calendar year to be approved by the Membership

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
Keeps the AIA website up to date
Supports the president and other officers and committee chairs with promotion of AIA activities through flyers, website posts and posts on social media sites

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 Clean-up 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

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 coming year

Recruits nominees from the Membership

Develops 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.