

PRESIDENT

[2018 By-Laws](#)

ARTICLE V – OFFICERS, TERMS OF OFFICE, DUTIES

The membership will elect four officers (President, Vice-President, Secretary, and Treasurer). All officers must reside within the above stated geographical boundary, as defined in Article II, for the entire period they hold office. Officers will be elected every two years. The Board of Directors will consist of the 4 officers and the immediate past President. Other officers may, from time-to-time, be appointed by the Board of Directors.

B. Duties

The President shall be the Chief Executive Officer of the Association and subject to the control of the Association, shall in general supervise and control the business affairs of the Association. The President shall preside at all meetings of the members. If the President is not present, then the Vice President shall preside. The President shall perform other duties as may be prescribed by the Association.

Other duties of the elected officers shall be to formulate the agenda for the upcoming Association meetings, determine and assess fees, channel requests for information, perform a fact-finding function, and clarify rumors.

The elected officers will continually seek the advice of the residents for such matters including, but not limited to, meeting topics and guest speakers.

Monthly Responsibilities (what Andrea really did) – Time 20+ hours per week

Establish relationships with as many local area organizations, local government reps, local businesses, etc. – Berkeley County Chamber of Commerce, Charleston Metro Chamber of Commerce, Charleston City, Berkeley County Council, Charleston City Council & Mayor, Charleston Police Dept Team 5, Daniel Island Property Owners' Association, Rotary Club, Exchange Club, DI Concerned Citizens Forum, Daniel Island News

Meet monthly, bi-monthly or quarterly with various local government reps, organizations, other representatives – City Council, County Council, DIPOA, CPD Team 5

Network and attend meetings/events to promote DINA, membership, and activities – DI Business Association, DI Rotary Club, DI Exchange Club, DI Historical Society, DI DeepThinkers, DIPOA Community Events (All Board Members should do this)

Prepare meeting agendas for bi-weekly, monthly Board Working Meetings

Review meeting minutes and other documents prepared by Secretary, Vice President and Treasurer

Prepare meeting agendas, presentation slides, and invite speakers for quarterly Membership Meetings.

Prepare and distribute email blasts using MailChimp for upcoming meetings, events, important updates/information. Post on social media.

Monitor DINA Gmail and respond to emails daily.

Review and Update Safety Committee Project Tracking Spreadsheet (Google Drive) – follow up as needed for completion with City staff, City Council representatives and residents who requested work (Safety Committee).

Coordinate with Committee Chairs, attend Committee meetings as needed.

Update Website as needed.

Add meetings, events, etc. to the website calendar.

Post Agendas & Meeting Minutes on website.

Post updates on social media – NextDoor, Facebook and Instagram

Create Events on Facebook for committee and quarterly membership meetings and post to DI FB pages – DI Moms, DI Neighborhood Forum, DI Rebels, DI Newcomers, DI Dads, etc.

Create Eventbrite events for meeting registration links.

Prepare and distribute email blasts using MailChimp for upcoming meetings, events, important updates/information.

Update & maintain MailChimp Member database for Dues-Paying Members, add tags for Dues-Paying Members

Monitor First Citizens Bank account/transactions, send statements to the Treasurer.

Monitor PayPal account and transfer funds to First Citizens Bank account, send statement to the Treasurer.

Prepare meeting agendas for bi-weekly, monthly Board Working Meetings.

Prepare meeting agendas, presentation slides, and invite speakers for quarterly Membership Meetings.

Update and maintain MailChimp Member database, add tags for Dues-Paying Members.

Save all meeting agendas, handouts, presentations, and meeting minutes in DropBox/Google Drive.

Print & bring registration sign-in sheet to meetings and events (from Eventbrite).

Create Resident survey in Google forms, post on social media & distribute to membership via MailChimp.

Create electronic Board Election ballot in Google forms & & distribute to membership via MailChimp.

Assist with Membership Meeting set up and breakdown.

Greet and check-in the Members, speakers, guest presenters at the Membership Meetings and Events.

The following job description is provided as a resource for residents considering running for a DINA leadership position. This is only meant as a resource to better understand the qualifications and skills that will ensure success as a DINA Board Member-Officer but are not requirements to hold a Board Member-Officer position.

Job Title: President, Daniel Island Neighborhood Association

Job Summary: The President of the Daniel Island Neighborhood Association is the highest-ranking officer of the organization and is responsible for providing leadership and strategic direction to the Board of Directors. The President will work closely with the Board of Directors to develop and implement policies and programs that advance the mission of the association and improve the quality of life for residents of Daniel Island.

Key Responsibilities: • Lead and manage the Board of Directors and other volunteers to achieve the association's goals and objectives • Develop and implement policies and programs that promote the welfare of the community and address issues of concern to residents • Represent the association at community meetings, events, and other public forums • Foster positive relationships with local officials, community organizations, and other stakeholders • Oversee the development and execution of the association's annual budget and financial plan • Ensure compliance with legal and regulatory requirements, as well as the association's bylaws and policies • Communicate regularly with members and stakeholders to keep them informed of the association's activities and initiatives • Recruit and engage volunteers to support the association's programs and events • Provide leadership and support to committees and task forces as needed • Perform other duties as assigned by the Board of Directors

Desired Qualifications, but not required: • Bachelor's degree or higher in a relevant field (e.g., public administration, nonprofit management, community development) • 5+ years of experience in leadership roles, preferably in a nonprofit or community-based organization • Strong interpersonal and communication skills, with the ability to build consensus and motivate others • Demonstrated ability to develop and implement strategic plans and programs • Knowledge of community issues and concerns, as well as relevant legal and regulatory requirements • Strong financial management skills, including budget development and oversight • Ability to work collaboratively with a diverse group of stakeholders • Commitment to the mission and values of the Daniel Island Neighborhood Association

Working Conditions: The President of the Daniel Island Neighborhood Association is a volunteer position that requires a significant time commitment. The President will work closely with the Board of Directors and other volunteers to advance the mission of the association. The position requires occasional evening and weekend meetings, as well as attendance at community events and meetings.

Compensation: This is a volunteer position, with no monetary compensation. However, the President will have the opportunity to develop and enhance their leadership and

organizational skills and gain valuable experience working with a non-profit organization.