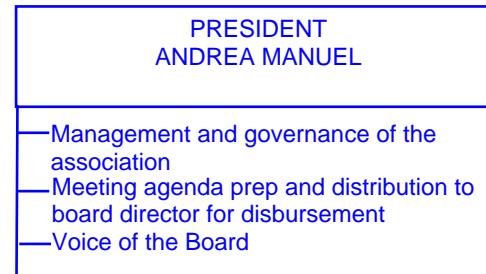


BELLE MEADE CIVIC ASSOCIATION



- General Operations and Support
- President
- BMCA Property Procurement Support
- By-Laws - New Board and General Neighborhood
- Committee Director



- Meeting recordation and reporting
- Filings
- Membership/Sign-in sheets
- Laws
- Conduct Meetings
- Decision Follow up



- Financial Tracking and reporting
- Meeting financial recordation and reporting
- Budget Manager
- Responsible disbursement once approved to by the board



- Determination of North and South Belle Meade House awards

- Community Liaison
- Historical Knowledge Base

- Recruiting & maintaining residents to join the BMCA

- Meeting Leader
- Correspondence Secretary

- Block Captain Contact
- Night out against Crime
- Flyer & Signs distribution and placement
- Communication director

General Points of Interest: Traffic, Community Building and Crime

Items to be assigned: Code Enforcement, (Communications-website/facebook, membership emails newsletter), event planning, fund-raising, Advocacy & Influence (local government connections, Volunteer coordinator, Liaison for residents - internal, Neighborhood improvement tracking (clean up days, beautification projects, etc), Dispute resolutions