

The President is the primary spokesperson of the BCNA. S/he presides at all meetings of BCNA general membership and the Steering Committee, makes appointments with the advice and consent of the Policy Board, and cosigns all checks drawn on the account of BCNA.

The Vice President – Neighborhood Issues shall assist and support committees related to zoning, development, parks and traffic. S/he will preside at BCNA meetings when necessary due to the absence of the president.

The Vice President – External Affairs shall assist and support activities related to community ambassadors, neighborhood wide social events, creek clean ups, neighborhood outreach, resource persons and serves as the Austin Neighborhood Council Representative.

The Communications Director - shall assist with and support activities related to information dissemination, newsletter publication, web sites and other mass media.

The Treasurer - shall assist and support activities related to finance, including account record keeping, fund deposit and withdrawals, and other related business management with respect to fundraising. The Treasurer shall cosign all checks drawn on the account of BCNA; s/he will give a full report of all accounts on a monthly basis to the Steering Committee and shall keep the General Association apprised of all transactions to the BCNA accounts.

The Secretary shall record minutes of the General Association Meeting and the Steering Committee meetings, as well as assist and support activities related to record and agenda keeping, membership validation, and database managing.

Sector Representatives – must live in the sectors they represent. They are the eyes and ears of their area and will represent concerns and issues at the Steering Committee. They will also coordinate delivery of the BCNA newsletter in their Sector.