

# Composition of Venice Neighborhood Council Board of Officers and Job Descriptions

From [VNC Bylaws, Article IV](#)

**A. Governing Body:** The Governing Body of the Venice Neighborhood Council shall be the Board of Officers. The Board of Officers shall establish policies and positions of the Venice Neighborhood Council at its regular meetings and review and recommend actions to governmental and other entities on issues affecting the Venice community. The Board of Officers is comprised of twenty-one (21) voting Officers, as follows:

- Seven (7) Executive Officers
- Fourteen (14) Community Officers

**B. Executive Officers:** Seven (7) Executive Officers are elected at-large by the non-factual-basis Voting Members. The Primary Duties of the Executive Officers are:

## 1. President

- Chairs the Stakeholder, Board of Officers and Administrative Committee meetings.
- Sets agenda for Administrative Committee meetings
- Appoints chairs of the Ad Hoc Committees, subject to veto by a majority of Administrative Committee
- Acts as chief liaison with Los Angeles City and other government agencies for delivery of Community Impact Statements and other correspondence

## 2. Vice President

- Assumes the duties of the President when the President is unavailable and performs other duties as delegated by the President
- Chairs the Neighborhood Committee
- Acts as chief liaison with other Neighborhood Councils
- Maintains oversight of Standing and Ad Hoc Committees

## 3. Secretary

- Responsible for producing accurate minutes of Stakeholder, Board of Officers and Administrative Committee meetings and for submitting the minutes for public posting no later than seven (7) days after the meeting at which they are approved but not more than 45 days after the meeting at which the minutes were taken.
- Maintains all public records of the Neighborhood Council
- Receives and logs all submissions and correspondence to the Venice Neighborhood Council and refers them to the appropriate Officer or Committee within seven (7) days

## 4. Treasurer

- Chairs the Budget and Finance Committee
- Oversees the finances of the Neighborhood Council to assure total compliance with all DONE and Los Angeles City requirements
- Submits financial reports to the Board of Officers at every regular meeting

**5. Communications Officer**

- Oversees the maintenance and updating of the Neighborhood Council web site.
- Responsible for email announcements to Stakeholders
- Responsible for the on-time posting of all meeting notices and agendas pursuant to the Brown Act
- Responsible for posting of the minutes of meetings received from the Secretary or Committee Chairs within three (3) days
- Responsible for maintaining and updating the Stakeholder database and ensuring its confidentiality

**6. Community Outreach Officer**

- Chairs the Community Outreach and Events Planning Committee
- Organizes quarterly Stakeholder meetings and special events
- Works with Stakeholders, Board Officers, and Committees to promote participation in Neighborhood Council activities

**7. Land Use and Planning Committee Chair**

- Chairs the Land Use and Planning Committee
- Responsible for preparation and submission of all required reports to the Board of Officers

**C. Community Officers:**

Thirteen (13) Community Officers are elected at-large by the non-factualbasis Voting Members. Each non-factual-basis Voting Member shall cast one vote from a ballot listing all candidates for Community Officer. The thirteen (13) Community Officer candidates with the highest vote totals shall be elected.

Factual-basis Voting Members shall be entitled to run for and elect the one (1) factual-basis Community Officer. If more than one factual-basis candidate is on the factual-basis ballot, the factual-basis candidate with the highest vote total shall be elected. In the event that there are no factual-basis candidates, the Community Officer receiving the next highest vote total shall be elected.

Community Officers shall serve on at least one Standing Committee and shall serve on and/or chair other committees.