

**MASCOMA VALLEY DOG PARK SUPPORTERS  
BOARD MEMBER RESPONSIBILITIES**

**MVDPS Bylaws**

4. The business and affairs of MASCOMA VALLEY DOG PARK SUPPORTERS shall be managed by an elected Board of Directors. The term of each Board member shall be 2 years, with no limit on time served. The offices of the Board of Directors will include President, Vice President, Treasurer, Secretary, and one member-at-large. A Board member may resign from his/her term upon the submission of a letter of resignation to the President. The President will fill the vacant Board position by inviting another member of MASCOMA VALLEY DOG PARK SUPPORTERS to serve until the annual meeting of the membership. The Board of Directors will meet once per quarter, or as-needed. The President may call special meetings at any time.

**Responsibilities of All Board Members**

- Attend Board meetings
- Establish vision for organizational development including goals, strategies
- Lead initiatives and efforts to support the dog park
- Support and promote work of Board among MVDPS membership

**President (in addition to responsibilities of all Board members)**

- Convene and facilitate Board meetings
- Communicate regularly with the Board about MVDPS membership matters
- Communicate with Board as needed regarding MVDPS business/organizational matters
- Communicate with Secretary regarding communications with MVDPS membership
- Serve as lead representative of MVDPS regarding business/organizational matters (unless it is more appropriate for another Board member to serve in this role, as determined by the President)

**Vice President (in addition to responsibilities of all Board members)**

- Lead one or more Board efforts according to interest. Examples include fundraising, events, or park maintenance.
- Communicate regularly with the President about MVDPS matters
- Communicate with Board as needed regarding MVDPS business/organizational matters
- Communicate with Secretary regarding communications with MVDPS membership
- Serve as a representative of MVDPS regarding business/organizational matters

**Secretary (in addition to responsibilities of all Board members)**

- Record proceedings of MVDPS Board meetings
- Record proceedings of other MVDPS meetings as requested
- Maintain historical records of meeting minutes
- Serve as communications coordinator, along with the Membership Chair, for MVDPS membership (sending thank you notes, etc)

**Treasurer (in addition to responsibilities of all Board members)**

- Collect and maintain records of membership dues
- Manage all financial transactions (deposits, payments)
- File State tax return

**Member At-Large (in addition to responsibilities of all Board members)**

- Lead one or more Board efforts according to interest. Examples include fundraising, events, or park maintenance.