

2017 PBO BOARD MEMBER RESPONSIBILITIES

1. Maintain and frequently monitor an email account and provide timely response as required.
2. Attend and/or provide volunteer support at board (scheduled and emergency) meetings, community meetings, and PBO-sponsored events.
 - 2017 board meetings, held in conference room of Point Breeze Veterinary Clinic:
 - Saturday, January 7 (half-day planning retreat)
 - Tuesday, February 28, 7:00 p.m.
 - Tuesday, May 2, 7:00 p.m.
 - Tuesday, July 11, 7:00 p.m.
 - Tuesday, September 5, 7:00 p.m.
 - Tuesday, November 7, 7:00 p.m.
 - 2017 community meetings:
 - March 23, Sterrett Middle School cafeteria: neighborhood safety (Don Gross, organizer)
 - June: children and animal safety (Vivek Subramany, organizer)
 - PBO-sponsored events: Confirmed events below. Other events may be added (e.g., porch crawl, bonfire, National Night Out) if there is a volunteer chairperson to lead.
 - Marathon cheering station: Sunday, May 7
 - Wine & cheese at Hankin Studio: Friday, May 12
 - Yard sale: Saturday, September 16
 - Perennial sale: Saturday, September 23
 - Reynolds St. tree planting: November (date TBD)
 - Light Up Point Breeze: Saturday, December 2
3. Review agenda and supporting materials prior to board meetings.
4. Maintain discretion with information discussed in board meetings.
5. Offer to take on special tasks or duties related to continued development of the PBO.
6. Be informed about the PBO's mission, policies, and activities.
7. Keep up-to-date on developments in the neighborhood.
8. Advocate and inform others about the PBO.
9. Suggest possible nominees to the board who can make significant contributions to the work of the board and the PBO.