



EXECUTIVE COMMITTEE MEMBERS **Description of Responsibilities**

Eleven Members total: seven elected positions and four Quadrant Liaisons.

1. Long Term Vision

Identify and develop the key elements of a long term strategy for the renovation of Park Presidio Blvd and the adjacent greenbelt areas, focusing on both aesthetic issues and public safety.

2. Workday Volunteer Coordinator

Serve as primary contact for the block liaisons and Rec and Park to schedule and coordinate gardening work parties on respective blocks. Work with Rec and Park to identify target blocks and communicate with Quadrant and Block Liaisons. Assist with recruiting of Block Liaisons. Coordinate DPW/Rec and Park Clean Team Day in October. Encourage residents to participate in gardening workdays.

3. Local Agency Liaison

Identify and communicate with city, county and state agencies and other appropriate organizations to generate support for PPN's short term and long term goals, including tree trimming, beautification and safety related issues and long term vision.

4. Communication

Work with Block and Quadrant Liaisons to develop and refine their roles in PPN and the communication infrastructure serving the organization. Solicit neighborhood concerns and direct into action where possible. Keep Block Liaisons supported and engaged and positions filled. Generate annual calendar of Block Liaison activities – block parties, workday gardening, specific grant/long term vision activities, fall festival, election/town hall meeting.

5. Neighborhood Outreach

Develop activities and vehicles through which neighbor familiarity and interaction is increased, including the fall festival, the annual neighbor lunch, clean up and gardening days, the newsletter and the website.

6. Secretary

Keep the meeting minutes and the book of minutes, prepare the official ballot, keep a list of members of PPN, and notify the membership of meetings.

7. Treasurer

Maintain financial records for PPN, including depositing revenues and paying expenses, preparing the annual report and account for the financial condition of the organization when requested.

Quadrant Liaisons

Not elected by the general membership, but instead, chosen by the Block Liaisons of the quadrant they represent, the Quadrant Liaisons sit on the Executive Committee and communicate with the Block Liaisons regarding local issues and concerns. The four Quadrant Liaisons form the nominating committee for the Executive Committee positions to be voted on by the general PPN membership.

Block Liaison

As the most local component of the communication system of PPN, the Block Liaisons bring issues and concerns to the attention of the Quadrant Liaison for consideration by the Executive Committee and in turn disseminate information to the residents from the Executive Committee via phone, email, newsletters, flyers, and block parties.