

Standing Rules of Keep Grapevine Beautiful

Purpose of the Annual Meeting

Goals to be attained during the annual meeting include but are not limited to:

- Elect officers
- Appoint other volunteer board positions
- Adopt budget
- Review progress of previous year
- Confirm goals and objectives for the coming year
- Update KGVB's mission and vision statements, Bylaws and Standing Rules (if necessary)

Annual Budget and Spending Considerations

- Upon adoption of an annual budget, the director(s) responsible for approved budget expenses are authorized to incur expenses authorized within the approved budget. In the event expenses are expected to exceed approved amounts for a given budget category, the requested expenses shall be brought to the Board for approval.
- Individual line item expenses in an amount greater than \$250.00 shall require Board approval

Board of Director Positions

1. Executive Director (City staff appointed by City of Grapevine; non-voting member)
2. President (volunteer; officer position and executive committee member; voting member)
3. Vice President (volunteer; officer position and executive committee member; voting member)
4. Treasurer (volunteer; officer position and executive committee member; voting member)
5. Secretary (volunteer; officer position and executive committee member; voting member)
6. Beautification Chair (volunteer; voting member)
7. Litter Prevention Chair (volunteer; voting member)
8. Waste Reduction Chair (volunteer; voting member)
9. Parks Maintenance Liaison (City staff appointed by City of Grapevine; voting member)
10. Environmental Services Liaison (City staff appointed by City of Grapevine; voting member)
11. Ad-Hoc City Liaison (City staff appointed by City of Grapevine; voting member)
12. Volunteer Services Liaison (City staff appointed by City of Grapevine; non-voting member)

General Duties of Directors

All directors have the responsibility to:

- Have experience relevant to their position
- Email a report on recent and upcoming activities and other information relevant to their respective position to the Executive Director and/or Volunteer Services Liaison in advance of monthly Board meetings
- Complete goals with limited assistance
- Represent organization at community functions
- Conduct a formal presentation on the work of KGVB as needed
- Be familiar with Keep America Beautiful (KAB) and Keep Texas Beautiful (KTB) goals and focus areas
- Identify prospective volunteers or committee members, sponsorships or grant opportunities, and potential partnerships
- Fulfill a full term of service as stated in KGVB bylaws and, when appropriate, make a good faith effort to replace position when vacated
- Participate as a member of any committee
- Participate in solicitation of volunteers, sponsorship, grant and award opportunities, as appropriate
- Contribute to all KGVB social media channels, including Facebook, Twitter, and InstaGram, in coordination with the Executive Director or their designee
- Attend all monthly meetings unless absence communicated in advance due to extenuating circumstances

- Collaborate with the Executive Director to include a yearly plan for the Organization including long range goals, yearly community activities, community communications and budgetary needs, incorporating yearly plans submitted by Chairs

Specific Responsibilities of Director Positions:

President of the Board

In addition to responsibilities of all directors, specific responsibilities include:

- Confer with Executive Director prior to monthly meetings on agenda items
- Preside over meetings of the Board of Directors, start meetings promptly, and conduct meetings efficiently
- Present to Board the organization's pace, direction and organizational strengths
- Present a yearly plan of all committees to the KGVB Board, including long range goals, yearly community activities, communications and budgetary needs
- Recommend assignments for chair positions, duties, action steps and deadlines to the Board and committees
- Oversee ad hoc committees

Vice-President

In addition to responsibilities of all directors, specific responsibilities include:

- Specific responsibilities include: Coordinate all activities and perform such functions as may be designated by the President
- Exercise duties and powers of the President in the case of absence, disability or resignation of the President, unless otherwise determined by the Board
- Oversee ad hoc committees, as needed

Secretary

In addition to responsibilities of all directors, specific responsibilities include:

- Take notes and draft a summary of all scheduled meetings
- Distribute meeting summary within five (5) business days following meetings to the board of directors
- Ensure that agendas and meeting summaries are distributed and/or posted online as needed, upon Board approval (distribution typically carried out by Executive Director and Volunteer Services Liaison)
- Bring documentation of electronic votes to the next regularly scheduled Board meeting for affirmation and documentation as part of a normal board agenda
- Ensure that thank-you letters are drafted and gifts are purchased/distributed, as needed (actions typically carried out by Executive Director and Volunteer Services Liaison)

Treasurer

In addition to responsibilities of all directors, specific responsibilities include:

- Report financial status at Board meetings
- Review and updated financial policies, as needed
- Manage all matters pertaining to the accounts and finances of KGVB to include monthly reports, annual budgets, grant reconciliation, credit card reconciliation, check writing, deposits and petty cash
- Compile budget submissions from committee chairs and President and submit to Executive Director
- Monitor filing of appropriate and required IRS documentation

Committee Chairs

In addition to responsibilities of all directors, all chairs have the additional responsibility to:

- Attend all owned committee events and 50% of organization's events
- Include an educational outreach element at all owned events such as collateral materials, trivia games, seminars, news articles or live presentations
- Submit, as part of the Board report for each June meeting, a plan for the committee's upcoming year activities including long range goals, communications priorities, and budgetary needs; plan will inform budget development and annual report

Litter Prevention Chair:

In addition to responsibilities of all directors, specific responsibilities include:

- Assist the City Parks and Recreation staff with the Adopt an Area Program
- Assist with organization and completion of the KAB litter index annually in accordance with KAB guidelines and requirements
- Collaborate on the execution of two (2) community-wide clean up events per year (don't mess with Texas Trash-Off and Fall Sweep) according to City needs and KTB initiatives

Waste Reduction Chair:

In addition to responsibilities of all directors, specific responsibilities include:

- Collaborate with the Environmental Services Department to execute the educational outreach component at (1) Spring (Household Hazardous Waste Day) and (1) Fall (Grapevine Recycles Day) City recycling event
- Collaborate with the Environmental Services Department to identify opportunities for KGVB to complement and enhance city efforts to increase waste diversion
- Support and engage in school recycling projects

Beautification Chair:

In addition to responsibilities of all directors, specific responsibilities include:

- Survey the city twice each year in August and February and compile a list of potential beautification projects
- Plan, organize, manage and execute two (2) educational outreach events each year relevant to greening
- Support and engage in school environmental projects such as outdoor classrooms and gardens

Executive Director

The Executive Director of KGVB shall be the Parks & Recreation Director, or their designee, and shall perform the following duties in addition to those outlined for all directors:

- Ensure that notice is given of all meetings of the Board of Directors
- Ensure compilation and distribution of all Board meeting summaries, agendas and appropriate notices
- Oversee all Board financial transactions to assure that acceptable audit measures are maintained at all times
- Oversee ad hoc committees as needed
- Advise the Board and committee chairs on issues of City policy, festival policy and operations, and other City management and/or City Council goals and objectives
- Keep the KGVB board abreast of efforts to engage schools throughout the community
- Represent organization at community functions and have the ability to conduct a formal presentation on the work of KGVB
- Solicit volunteers, sponsorship, grant and award opportunities
- Request assistance from appropriate City staff for KGVB projects and programs
- Oversee the work of the any entities contracted for marketing services
- Ensure proper management of the KGVB website, social media, and other public engagement channels
- Ensure maintenance of a database of media contacts

- Oversee submittal of all required reports to KAB and KTB
- Attend the Keep Texas Beautiful Conference and Keep America Beautiful Conference, as needed, and keep the board aware of KTB and KAB goals and activities

Volunteer Management Liaison

In addition to responsibilities of all directors, specific responsibilities include:

- Manage the volunteer database
- Notify and organize volunteers for upcoming projects and events
- Assist in the preparation of and participate in events
- Present an event debrief that documents attendance, budget, and a strengths/weaknesses/opportunities/threats (SWOT) analysis for Board discussion
- Assist the Executive Director in drafting required reports to maintain good standing with KAB and KTB
- Assist the Executive Director in completing KGVB tasks as necessary
- Contribute to all KGVB social media avenues

City Liaisons

In addition to responsibilities of all directors, specific responsibilities include:

- Inform the Board of current activities within their departments to promote open communications and support of one another