

Piedmont Heights Business Alliance: BOARD & COMMITTEE JOB DESCRIPTIONS

What is a Business Association? Business associations are membership organizations engaged in promoting the business interests of their members. These associations typically perform activities that would be unduly costly or time-consuming for an individual company to perform by itself, including lobbying, information gathering, research, and setting industry standards. Association spokespeople contend that by combining their voices under one banner, companies can establish a strong and unified presence and effectively protect their shared interests.

What is a 501 (c) 6? A **501(c) organization**, also known colloquially as either a **501(c)** or a "nonprofit", is an American tax-exempt nonprofit organization. Section 501(c) of the United States Internal Revenue Code (26 U.S.C. § 501(c)) provides that 28 types of nonprofit organizations are exempt from some federal income taxes. **501(c)(6)** — Business Leagues, Chambers of Commerce, Real Estate Boards, et
Why PHA is not a 501(c)(3) — Religious, Educational, Charitable, Scientific, Literary, Testing for Public Safety, to Foster National or International Amateur Sports Competition, or Prevention of Cruelty to Children or Animals Organizations

BOARD OF DIRECTORS ROLES & RESPONSIBILITIES

THESE POSITIONS ARE ON A VOLUNTEER BASIS/ NO COMPENSATION IS ALLOWED. Board members are the face, voice and advocate for the Piedmont Heights Business Alliance. You represent the unified mission and vision of the organization. Your actions are to be inclusive, positive, engaging and open to working together to build a stronger business community. Each board and committee member must act with the highest level of integrity and be aware of possible conflicts of interest.

[Every Board's Must Have Documents](#)

EXECUTIVE BOARD:

President:

- Create/Approve monthly meeting agenda with Community Development Consultant.
- Manage monthly meetings via Robert's Rules of Order.
- Create monthly meeting agenda with Community Development Consultant.
- Attend City of Atlanta meetings relevant to business in East Atlanta.
- Fiscal responsibility- bank account signature and approval of all contracts
- Starting Projects:
 - Develop Bylaws with Executive Board
 - Establish P.O. Box for 501 c(6) application
- Term of 2 years, 5 years term limit

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- Available via email, phone and group meetings to make executive board decisions based on the Bylaws of PHA.
- Time Commitment: 10-20 hours a month * will vary depending on events etc...

Co-Vice Presidents:

- Co-VP: President support Co-VP: Committee management
- Create/Approve monthly meeting agenda with Community Development Consultant.
- Co-VP: Attend and support the President at monthly PHA meetings.
- Co-VP: Works with all committee chairs to get monthly recommendations to BOD
- Manages monthly meetings via Robert's Rules of Order if President cannot attend.
- Attend City of Atlanta meetings relevant to business in East Atlanta in partnership or in place of President of PHA.
- Fiscal responsibility- bank account signature.
- Develop Bylaws with Executive Board
- Term of 2 years, 5 years term limit
- Available via email, phone and group meetings to make executive board decisions based on the Bylaws of PHA.
- Time Commitment: 10-20 hours a month * will vary depending on events etc...

Treasurer:

- Approve monthly meeting agenda with Community Development Consultant.
- Report the current financial status at monthly PHA meetings via bank statement, pending expenses and monthly P&L.
- Manage PHA's QuickBooks Online account.
- Fiscal responsibility- bank account signature.
- Prepare annual tax returns with CPA when PHA's income is more than \$50,000.
- Keep accounting for all PHA special events.
- Assist the Community Development Consultant in monthly bookkeeping.
- Support attendance when necessary for all City of Atlanta and neighborhood meetings relevant to business in East Atlanta.
- Develop Bylaws with Executive Board
- Starting Projects:
 - Create an annual budget for 2020 with year projections.
 - Will membership dues sustain the operations of the organization?
 - What are other sources of income? What %?
 - Events, sponsorships etc...
- Term of 2 years, 5 years term limit

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Secretary:

- Approve monthly meeting agenda with Community Development Consultant.
- Attend all monthly PHA meetings, take minutes via Google Docs and post to Google Drive for distribution to members via email link.
- Support attendance when necessary for all City of Atlanta and neighborhood meetings relevant to business in East Atlanta.
- Fiscal responsibility- bank account signature.
- Develop Bylaws with Executive Board
- Term of 2 year, 5 years term limit
- Available via email, phone and group meetings to make executive board decisions based on the Bylaws of PHA.
- Time Commitment: 10-20 hours a month * will vary depending on events etc...