

**CB9M**

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COMMUNITY BOARD #9, MANHATTAN

Gale Brewer
President, Borough of Manhattan

To: Committee Chair(s)/Co-Chair(s)

Padmore John
Chair

From: Padmore John, Chair

Rev. Georgiette Morgan-Thomas
First Vice-Chair

Date: August 2, 2016

Victor A. Edwards
Second Vice-Chair

Re: Responsibilities and Duties of Committee Chair/Co-Chair(s)

Joel Mentor, Jr.
Treasurer

MEMO

Vacant
Assistant Treasurer

Feruze Zeko
Secretary

Theodore Kovaleff
Assistant Secretary

Greetings All, I would like to thank you for accepting the position of leadership as it pertains to Chairing/Co-Chairing Committee(s), Ad Hoc Committee(s), and Taskforce(s). Please note in doing so there are various responsibilities and duties that are to be carried out to maintain a successful Committee, Ad Hoc, and Taskforce.

Eutha Prince
District Manager

Please review the following (insert) from the By-Laws as it explains the duties and responsibilities of Chair/Co-Chair(s): "Standing Committee Chairs shall submit to the Board one (1) week before each Board meeting accurate records of Standing Committee meetings as follows: a) Board Member and public attendance for each committee meeting; b) Resolutions adopted with a tally of the vote and a tally of the opinions of the public members and the community at large and c) minutes of the committee meeting".

I have outlined those aforementioned duties more specifically in the following details:

Attendance:

Committee Chair/Co-Chair(s) are responsible for maintaining the attendance records for committee members; submitting all attendance records to the district office in a timely manner following each meeting; Notifying the district office IMMEDIATELY when meetings are cancelled, as well as meeting guest(s); assisting the 1st Vice Chair and district Office in submission of Attendance Reports on a quarterly basis;

Meeting Agenda(s):

Meeting Agendas should be sent to board office at least 24 hours prior to the start of the committee meeting. Chairs/Co-Chairs should also look to invite a presenter at each committee meeting using your “Goals and Accomplishments” as a guide.

Minutes:

Committee minutes are submitted for every meeting immediately following ALL scheduled meetings; Minutes are recorded and transcribed by the Chair/Co-Chair on a alternating basis; the outline on how to format proper Committee minutes are attached in this email;

Action Item(s):

Action Items are drafted by the Committee Chair/Co-Chair or designated board member for review and vote by the entire committee prior to submission to Full Board for action;

District Needs Statement:

Committee Chair/Co-Chair(s) are required to work closely with the District Manager and Treasurer in updating maintaining the DNS annually, and in doing so Committee Chair/Co-Chair(s) are required to discuss/update the DNS with the entire committee prior to the annual submission. Please note the following background information as it pertains to the DNS:

Background: The District Needs Statement is an assessment of the District’s Needs, and as you are aware our DNS and Budget Requests are a critical part of the City’s budget process and are intended to align City resources with our community’s priorities; therefore, in order for the board to accurately request funding for projects and programs in our district, we must first know the needs of the district. An assessment of conditions in our area becomes the basis for developing budget request, monitoring service delivery and long range planning, neighborhoods within our district change so quickly that available services no longer meet the current needs of community residents; therefore it is IMPORTANT that the subject committee chair(s) review the DNS with perspective committee members to ensure an accurate needs of our district;

Prioritization of Budget Requests:

As per the New York City Charter each year, all (59) fifty-nine community boards city wide are required to submit a District Needs Statement to the Department of City Planning, where it is then forwarded to the Office of Management and Budget and incorporated into the annual budget process.

This process will assist in the production of our district's Needs and Budget Requests by:

- Combining the Statement of Community District Needs and Community Board Budget Requests into one process
- Defining a clear structure for formulating your community's Needs and Budget Requests
- Providing a comprehensive list of Budget Request categories relating to specific agency programs and services

Committee Chair/Co-Chair(s) are required to review relevant budget requests with committee/public members and submit a prioritized listing to the district office prior to our Public Hearing held in the Fall. This process also allows the board to engage in Remarks and Testimony from our community at large, which includes CBO's, Religious Institutions, Libraries, and Tenant/Block Associations.

For further information and other inquiries, please do not hesitate contacting the District Manager, Eutha Prince, and/or myself at the district office (212) 864-6200.

Thank you,



Padmore John
Chair