

Roles and Responsibilities Tracker

Use this template to document who is responsible for each core function in your Neighborhood District. Update this document whenever board membership changes. Store this document in your shared drive so all board members can access it.

Board Administration

Function	Primary Owner	Backup Person	Notes
Lead board meetings			
Serve as primary City contact			
Sign documents on behalf of district			
Record meeting minutes			
Manage board records (bylaws, policies)			
Manage finances and track spending			

Communications and Engagement

Function	Primary Owner	Backup Person	Notes
Manage and update website			
Create and send newsletter			
Manage social media accounts (create and share content; respond to community)			
Respond to community inquiries (email, phone)			
Plan and promote events			
Identify other City engagement opportunities to promote			
Create and distribute physical materials (flyers, postcards)			



Financial Management

Function	Primary Owner	Backup Person	Notes
Submit City reimbursement requests			
Track and report on budget spending			
Manage bank accounts (if applicable)			
File annual reports/tax returns (if 501(c)(3))			

Operations

Function	Primary Owner	Backup Person	Notes
Board and volunteer recruitment			
Onboard new members			
Offboard new members			
Maintain shared file system and documents			
Coordinate insurance			