



## **SE Uplift Board Meetings:**

The general board meetings are the first Monday of the month at 7pm, at SE Uplift in the Fireside Room. All meetings of the SE Uplift Board of Directors will be held monthly on the first Monday ( in the event of a holiday, meetings may be rescheduled) at 7PM in the Fireside Room of SE Uplift, SE Main Street.

## **Executive Committee Meetings:**

The executive committee meets the third Wednesday of the month at 7pm, at SE Uplift on the 2nd Floor. The Executive Committee, comprised of officers of the SE Uplift Board, determine topics for the board at the following meeting, with the support of SE Uplift's Executive Director.

## **Land Use and Transportation Committee:**

The SE Uplift Land Use and Transportation Committee meets the third Monday of each month from 7 to 9 PM at the SE Uplift offices, 3534 SE Main St. Portland, OR 97217 unless an alternate location is stated in the agenda send out a week in advance of the meeting.

# **SE Uplift Neighborhood Coalition**

## **Board of Directors**

### **Description/Responsibilities/Benefits**

#### **SE Uplift**

Southeast Uplift is a grassroots neighborhood coalition founded in 1968. Our mission is to collaborate with the SE Portland community to build informed, inclusive, and participatory neighborhoods that support our social and ecological well-being.

\* SE Uplift also supports Northeast neighborhoods south of I-84

We contract with the City of Portland's Office of Neighborhood Involvement to facilitate community involvement and civic engagement within our geographic area comprised of 20 neighborhoods.

#### **We Believe:**

- **Relationship-Building:** Personal connections and networks strengthen our communities.
- **Community Involvement:** Organized neighbors can shape the future of our communities, including envisioning and enacting positive change. Through collaboration, we co-create the communities we want to inhabit.
- **Grassroots Democracy:** We all have a role in determining the character and future of our city through grassroots, bottom-to-top participation.
- **Sharing, Teaching and Learning:** With tools, support, and opportunities to connect, we can effect positive change.
- **Diversity and Inclusiveness:** In an inclusive, multicultural environment, through which we can explore our differences and come together around common interests and goals.
- **Building Capacity:** We strengthen our communities as we strengthen our neighborhood associations, community based organizations and business districts.

#### **Board of Directors**

The SE Uplift Directors are representatives of member Neighborhood Associations as well as community members who reside in, own a business in, or represent a business, non-profit, or agency within the SE Uplift boundaries. The Board of Directors consists of up to one Director elected by each member Neighborhood Association, up to two Directors representing area Business Association, up to 5 Directors representing Community-based organizations and up to five at-large Directors.

## **Benefits of Serving as a SE Uplift Board Director**

- Share, support and trouble-shoot with leaders of surrounding Neighborhood Associations
- Have a direct impact on SE Uplift direction and programming
- Support your neighborhood by shaping SE Uplift and the services we provide to you!
- Gain valuable leadership skills such as facilitation, strategic thinking and conflict resolution
- Learn about a variety of non-profit management areas including finance, human resources, fundraising and policy development
- Engage in City policy discussions and impact advocacy efforts

## **Duties of Board of Directors**

### **Leadership, governance and oversight**

The Board of Directors is responsible for leadership, governance and oversight of SE Uplift, an organization with an annual budget of approximately \$500,000 and paid staff members. The Directors set the policies of the organization and review all policy or advocacy requests made of the organization – approving or denying them by vote at an open board meeting. They approve the annual budget, review the financial reports and hire the Executive Director. The Executive Committee, consisting of the Officers of the organization and a past-chair, provides primary administrative governance of the organization. Executive Committee members review and make recommendations to the full board on any significant out-of-budget expenditures, support, oversee and review the Executive Director, review and approve fiscal sponsorship applications, personnel policy changes and more. Board Members can expect to contribute an average of 5 hours of volunteer time per month, Executive Committee members contribute up to ten or more hours per month.

### **Communication to and from neighborhood association**

Each Director is responsible for communicating actions and activities of SE Uplift to her/his neighborhood or community organization, and for communicating the actions and activities of her/his neighborhood to SE Uplift.

### **Support of mission and consideration of views/needs of those in entire SE Uplift geographic area**

All Directors are expected to actively participate in the affairs of the Coalition and to help the Coalition accomplish its mission.

### **Serve on a committee**

Directors are encouraged to serve on Coalition-wide committees. SE Uplift currently has the following standing committees: Executive, Parks (dormant), and Land Use. Other committees may be called into action as needed.

## **Commitments**

- Attendance at Board and committee meetings, plus attending and promoting occasional events – Directors serve as representatives of SE Uplift, both to their Neighborhood Associations and in other public settings
- Participate fully in board and committee meetings, reading materials or engaging in appropriate research and preparatory work as necessary
- Maintain regular communication with your SE Uplift staff liaison
- Understand SE UPLIFT's programs and services and consider and advocate on behalf of a wide variety of community needs
- Advocate for the needs of the organization including for appropriate funding from the City of Portland.
- Assistance with SE UPLIFT fundraising initiatives