

Standing Rules of Keep Grapevine Beautiful

(Updated May 8, 2023)

Board of Director Meetings

Board meetings are regularly held every second Monday of the month with the exception of the months of July and December when no board meeting is held. Meetings convene at 6:30 pm at The REC of Grapevine, 1175 Municipal Way. Location and times may be changed by formal action of the Board of Directors. The President presides over the Board meetings which are generally conducted as work sessions to collaboratively develop events, projects, programs, and media content per goals and objectives.

The typical Board Meeting Agenda is as follows:

- Conduct roll call of the Board of Directors
- Introduce guests and visitors
- Review monthly expenditures and revenue as presented in the Treasurer's Report.
- Approve meeting minutes of the previous monthly meeting as motioned
- Review, discuss and work on new and other business items, and conduct formal actions as needed

The Annual Board meeting is held in September. During this meeting, the Board shall elect officers, appoint board members, adopt an annual budget and transact other business as needed. Other business may include but not limited to the following:

- Review progress of the previous year
- Confirm goals and objectives for the coming year
- Review bylaws and standing rules
- Approve a resolution authorizing the elected President and Treasurer, and the Executive Director to exercise the powers granted as a Signer on financial accounts of the Organization

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 \$500.00 shall require Board approval.

Board of Director Positions

- President (volunteer; elected officer position, member of Executive Committee, and voting member)
- Vice President (volunteer; elected officer position, member of Executive Committee, and voting member)
- Treasurer (volunteer; elected officer position, member of Executive Committee, and voting member)

- Secretary (volunteer; elected officer position, member of Executive Committee, and voting member)
- Executive Director (Grapevine Parks & Recreation Director or appointee, member of Executive Committee, and non-voting member)
- Board Member(s) At-Large (volunteer; appointed position and voting member)
- Environmental Services City Liaison (City staff appointed by City of Grapevine; voting member)
- Ad-Hoc City Liaison(s) (City staff appointed by City of Grapevine; voting member)
- Ex-Officio Director(s) (volunteer; appointed position - i.e. Youth Liaison, and non-voting member)

General Duties of Directors

All directors have the responsibility to:

- Collaborate with the Executive Director to develop a yearly plan for the Organization including long-range goals, yearly community activities, educational outreach programs, community communications, and budgetary needs
- Complete goals with limited assistance
- Represent the 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
- Participate in the solicitation of volunteers, sponsorship, grant, and award opportunities, as appropriate
- Contribute to KGVB newsletter and all KGVB social media channels in coordination with the Executive Director
- Participate in a minimum of four events in one year (not applicable to Ad-Hoc City Liaisons) that may include but are not limited to: Fall Sweep, Don't mess with Texas® Trash-Off, Earth Day, Grapevine Recycles Day, Household Hazardous Waste Day, Happy to Help Saturdays, Litter Index, Butterfly Flutterby, Arbor Day Celebration, and MLK Day of Service
- Attend all monthly board meetings in one year unless absence is due to extenuating circumstances
 - Two unexcused absences from board meetings may be considered for removal from the Board
- Attend educational webinars, seminars, tours and read articles etc. that are related to waste reduction, recycling, beautification or other subjects that would be a benefit to the enhancement of the organization
- Email a report on recent and upcoming activities and other information relevant to their respective position to the Executive Director and staff (Volunteer Services Liaison) in advance of monthly Board meetings
- Fulfill a full term of service as stated in KGVB bylaws and, when appropriate, make a good faith effort to replace position when vacated

Specific Responsibilities of Elected Officer Positions

Elected officers are required to attend Executive Committee meetings as called by the President, the Executive Director, or by the request of two or more executive committee members. More so, elected officers are responsible for the following duties listed below for their respective positions.

President of the Board

- 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
- Authorized Signer on financial accounts of the Organization
- 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

- 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

- 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 is typically carried out by Executive Director and staff)
- 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 staff)

Treasurer

- Report financial status at Board meetings
- Authorized Signer on financial accounts of the Organization
- Review and updated financial policies, as needed
- Assist the Executive Director in managing the accounts and finances of KGVB to include monthly reports and annual budgets

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
- Authorized Signer on financial accounts of the Organization
- Oversee administration of an annual budget and submission of appropriate and required IRS documentation
- Oversee ad hoc committees as needed
- Advise the Board 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
- Oversee solicitation of partnerships and sponsorships
- Seek out 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
- Recruit, retain and organize volunteers for projects and events
- Manage the volunteer database
- Oversee the preparation and operation of events and projects
- Present an event debrief that documents attendance, budget, and a strengths/weaknesses/opportunities/threats (SWOT) analysis for Board discussion
- Responsible for managing staff

Board Members At-Large

In addition to the general duties of Directors, Board Members At-Large are responsible for bringing their ideas, talents and skills to the organization to collaboratively create and execute events, projects, programs and media content.

City Liaisons

In addition to responsibilities of all directors the City Liaisons shall inform the Board about current activities within their departments and/or purview to promote open communications and support of one another.

Youth Liaisons (Ex-Officio Director)

In addition to the general duties of Directors, specific responsibilities include:

- Facilitate coordination between the Organization and Grapevine-Colleyville ISD and other academic campuses located within the city limits of Grapevine
- Integrate activities relevant to the KGVB mission into campus activities, such as presentations on KGVB topic areas or coordination of campus-oriented litter prevention, recycling, or beautification activities
- Suggest opportunities for collaboration and programming between the Organization and Grapevine-Colleyville ISD and other academic campuses located within the city limits of Grapevine
- Advise and assist in developing events, programs and projects that would be of interest to youth in the community
- Create social media content specific to youth consumption