

**King Neighborhood Association**  
**Board of Directors**  
**Job Description/Governance Structure**

**Mission and Projects**

King Neighborhood Association (KNA) is dedicated to advancing the livability of King Neighborhood and to collectively addressing community needs. A non-profit organization registered in the State of Oregon, King Neighborhood Association general purposes are to identify community issues and foster resolution through various means. We are currently working on land use, safety, and environmental issues. We organize annual events such as Neighborhood Spring Clean Up, the Egg Hunt and Movies in the Park, and we offer many volunteer opportunities through the year for neighbors to get together and improve our King neighborhood.

The King Neighborhood Association is part of the Northeast Coalition of Neighborhoods (NECN). NECN was founded originally as part of the Model Cities Initiative in 1974, the Northeast Coalition of Neighborhoods was designed to be a strong component of the vibrant Portland Neighborhood System.

**Board of Directors**

The Directors are representatives living in King Neighborhood or represent a business, non-profit, or agency within the King Neighborhood boundaries. The Board of Directors consists of the Chair, the Co-Chair, the Secretary, the Treasurer and five at-large Directors.

**Benefits of Serving as a King Neighborhood Board of Director**

- Help support neighbors working to improve the quality of life in thriving, diverse neighborhood
- Gain valuable leadership and non-profit management skills in areas including community organizing, strategic thinking, fundraising, conflict resolution and more
- Have a direct impact on King Neighborhood priorities and projects
- Engage in neighborhood wide discussions and impact advocacy efforts

**Duties of Board of Directors**

**Leadership, Governance and Oversight**

The Board of Directors has responsibility for leadership, governance and oversight of King Neighborhood Association, an organization with a small budget and no paid staff members.

All Directors are expected to actively participate in the affairs of the King Neighborhood Association and to help the Association to accomplish its mission. When discussing and considering community issues, each Director should strive to consider the range of perspectives of neighborhood residents, not simply his/her own views.

**Serve on a committee**

Directors are also required to serve on one Standing Committee of the KNA or in a working group. King Neighborhood Association has the following Standing Committees: Land Use, Safety and Livability, Green King and Communications.

**Attendance and promotion of King Neighborhood Association events and activities**

Directors are expected to understand and help publicize KNA programs and activities and to attend as many KNA events as possible. They are asked to serve as a representative of KNA in other public settings.

In addition to being a member residing in the neighborhood or representing an organization within KNA boundaries, the following skills and commitments are sought in KNA Board of Director members:

**Useful Skills**

- Experience with one or more of the following: Financial management, board development, legal, program planning, community organizing, communications or fundraising
- Previous experience on the board of a non-profit organization
- Savvy diplomatic skills and the ability to cultivate relationships and build consensus among diverse individuals

**Commitments**

- Participate fully in board and committee meetings reading materials or engaging in appropriate research and preparatory work as necessary
- A commitment to understand KNA full scope of projects and consider and advocate on behalf of a wide variety of community needs
- A commitment to advocating for the needs of the organization, including assistance with KNA fundraising initiatives
- A commitment to have an understanding of the current KNA By-laws and the Guide to nonprofit Board Service in Oregon