

NEWPORT HILLS COMMUNITY CLUB

Board of Directors and Members

Information

Handbook

Compiled by Bruce Young, October, 1999
Updated by Bruce Young, May, 2000
Updated by Bruce Young, May, 2001
Revision (A) by Bruce Young, November, 2001
Revision (B) by Bruce Young, May, 2003

NEWPORT HILLS COMMUNITY CLUB

Board of Directors and Members Information Handbook

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NHCC Mission Statement and Business Conduct

Mission Statement (Vision and Objectives)

(From the Newsletter Preamble)

Our organization stands for *QUALITY OF LIFE* through involvement with education, youth activities, police & fire protection, water & waste water service, land-use & rezone decisions, parks & open spaces, community improvement, communication with local businesses, and acts as a forum for controversial issues affecting Newport Hills residents. Since we began in 1959 we rely on \$3 annual dues to accomplish the above and our names as volunteers for strength.

(From the back of the Membership Card)

Membership in your Newport Hills Community Club provides you with a means of expressing your views on matters of concern to the community, promoting the social and civic betterment of Newport Hills, and supporting the Community club in representing the membership in dealings with governmental agencies and other organizations.

Your dues also help to support such community activities as the annual Spring egg hunt, the Santa Claus visit and other events of interest to the residents of Newport Hills.

Swimming privileges and family recreational activities are available through membership in Newport Hills Swim and Tennis Club, NOT through the Newport Hills Community Club.

(From Article 3 of the NHCC Articles of Incorporation)

The purpose of this corporation shall be the organization and operation of a community club for the pleasure and recreation, social and civic improvement, and other non-profitable purposes of the residents of Newport Hills. No part of the net earnings of this corporation shall inure to the benefit of or be distributable to its members, trustees, officers and other private persons, except that the corporation shall be authorized and empowered to make reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in this Article.

Business Conduct (NHCC Policies of Conduct)

(Per the by-laws and Robert's Rules of Order)

- The NHCC is an open and public organization that strives to be inclusive in promoting our quality of life.
- The NHCC promotes an area perspective and provides linkage to the entire community.
- ANYONE is welcome to attend our regular monthly board meetings to discuss an issue or offer an opinion or to just observe how we conduct club business.
- ANYONE, whether they agree or disagree with the majority of the club are welcome to participate.
- ANYONE who lives in Newport Hills, is a paid member of the NHCC and chooses to participate in a positive and constructive way is eligible and encouraged to run for the office of Trustee/Director (for the area in which they live), and they are also eligible to run for any of the club offices, i.e., president, vice-president, treasurer and secretary.

(Relevant extracts from the By-laws that help define our Policies)

All households within the NHCC boundaries established by the Board are eligible for membership in the club and have one vote on business of the club membership ⁽¹⁾.

Members shall be notified in writing at least seven days prior to any meeting of the Corporation. The Board of Directors meet regularly at least once a month with the Board of Directors acting as representatives at large for the membership. General Membership meetings are held twice a year. Special meetings may be called with the agenda limited to the reasons specified in the call of the meeting. An effort to distribute written notices through normal channels, plus posting of said notice at local places of business will constitute notification in writing ⁽²⁾.

The corporation officers are President, Vice-President, Secretary, and Treasurer, elected to one-year terms. The Directors representing the community are elected for two-year terms ⁽³⁾.

Motions are only formed in the presence of a quorum. Resolutions are based on the voting and will be published to the membership in a timely manner ⁽⁴⁾⁽⁵⁾⁽⁶⁾.

Robert's Rules of Order (revised) govern the conduct of business of the NHCC ⁽⁷⁾.

- (1) By – laws, ARTICLE II - Membership and Voting
- (2) By – laws, ARTICLE IV - Membership Meetings
- (3) By – laws, ARTICLE V - Officers and Elections
- (4) By – laws, ARTICLE VI - Duties of Officers and Directors
- (5) By – laws, ARTICLE VII - Quorum
- (6) By – laws, ARTICLE VIII - Voting
- (7) By – laws, ARTICLE XI - Parliamentary Procedure

Partnerships and Affiliations

Partnerships

1. Newport Hills Merchants Association
2. Newport Hills Town Homes
3. Lake Heights Community Club
4. Pembroke Meadows Homeowners Association
5. Kimberlee Park Homeowners Association
6. Coal Creek Community Coalition
7. Neighborhood Networks South
8. Somerset Homeowners Association
9. Lake Heights YMCA
10. City Of Bellevue (Parks, Planning, Police, Fire, Transportation, etc.)

**ARTICLES OF INCORPORATION
OF
NEWPORT HILLS COMMUNITY CLUB, INC**

ARTICLE I

The name of this corporation shall be NEWPORT HILLS COMMUNITY CLUB, INC., and it is organized and shall operate only as a non-profit corporation in accordance with the provisions of Chapter 24.04 of the Revised Code of Washington, and any amendments thereto. Its principal place of business shall be in Bellevue, King County, Washington, and its duration shall be perpetual.

ARTICLE II

Membership in this corporation shall be issued by its Board of Trustees according to the By-Laws. The interest of each member of the corporation shall be equal to that of any other member and no member shall acquire any interest which will entitle him or it to any greater voice, vote, authority or interest in the corporation than any other member.

ARTICLE III

The purpose of this corporation shall be the organization and operation of a community club for the pleasure and recreation, social and civic improvement, and other non-profitable purposes of the residents of Newport Hills. No part of the net earnings of this corporation shall inure to the benefit of or be distributable to its members, trustees, officers and other private persons, except that the corporation shall be authorized and empowered to make reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in this Article.

ARTICLE IV

This corporation shall not have any capital stock and membership in it shall only terminate in accordance with the By-Laws of the corporation which shall prescribe both the conditions of membership and the causes or conditions of terminating membership in the corporation.

ARTICLE V

The corporation powers shall be exercised by a Board of Trustees of not less than five nor more than eighteen in number. The exact number of said Board, the time and manner of their election, the term of office, the mode and manner of removal and filling vacancies, and their power and authority shall be fixed by the By-Laws of the corporation.

ARTICLE VI

The By-Laws of this corporation shall be made and adopted by the undersigned incorporators at their first meeting, as provided by the laws of the State of Washington, and shall provide the mode of amending the same, thereafter, and when adopted said By-Laws shall be written in a book to be kept by the corporation.

ARTICLE VII

The affairs of this corporation shall be managed, for the first two months of its existence by the following trustees:

L. Dean Muncey	Mrs. Hal Brandt
Philip G. Mack	Mrs. Lynn Richards
Martin J. Anderson	Kenneth L. Niebauer
Gerald X. Guintoli	Thomas W. Lehning
J. D. Thompson	Rex W. Anderson
Judith C. Donnell	Peter C. Haase
Elmer F. Foster	

Who shall serve during said period and until their successors shall be elected by the members and qualified.

IN WITNESS WHEREOF, we have hereunto set our hands this 4th day of January, 1969.

(signatures of the above listed trustees)

STATE OF WASHINGTON)
) ss.
 COUNTY OF KING)

This is to certify that on this 4 day of January 1969, before me, the undersigned, a Notary Public in and for the State of Washington, residing at Seattle, duly commissioned and sworn, personally appeared

L. Dean Muncey	Mrs. Hal Brandt
Philip G. Mack	Mrs. Lynn Richards
Martin J. Anderson	Kenneth L. Niebauer
Gerald X. Guintoli	Thomas W. Lehning
J. D. Thompson	Rex W. Anderson
Judith C. Donnell	Peter C. Haase
Elmer F. Foster	

to me known as the individuals described in and who executed the foregoing Articles of Incorporation as incorporators thereof, and each of them then and there acknowledged that they each respectively signed and sealed the same as their free and voluntary act and deed, for the uses and purposes therein mentioned.

WITNESS MY HAND AND OFFICIAL SEAL the day and year in this certificate first above written.

signature of George A. Atwater,
 Notary Public in and for the State
 of Washington, residing at Seattle

**By – Laws of
NEWPORT HILLS COMMUNITY CLUB, INC**

ARTICLE I

Scope of By - Laws

Section 1. The written By-Laws prescribe internal operating procedures for Newport Hills Community Club, Inc., and Newport Hills Park Society, Ltd..

Section 2. All references herein to the “Corporation,” “club,” or any similar designation shall apply equally to both said non-profit corporations.

ARTICLE II

Membership and Voting

Section 1. Any household or family residing within the area encompassed by boundaries established by the Board of Directors and approved by the general membership shall be eligible for membership in the club.

Section 2. Each such household or family shall have one vote on business of the club membership, provided its annual dues are currently paid at the time of such vote.

ARTICLE III

Dues and Fiscal Year

Section 1. The fiscal year of the Corporation shall be from April 1 – March 31.

Section 2. Dues and fees, as established by the membership prior to the fiscal year for which they applicable, are payable within 30 days after the beginning of the fiscal year, and if not paid, are delinquent. Dues delinquency may be remedied during the fiscal year by payment of delinquent dues.

Section 3. Dues and fees, if not established by the membership prior to the fiscal year for which they apply, shall remain as established by the membership for the previous year.

ARTICLE IV

Membership Meetings

Section 1.

A. Regular general membership meetings of this organization shall be held twice a year.

ARTICLE IV - Membership Meetings (continued)

B. Special meetings may be called by a majority of the Board of Directors or by ten (10) or more members submitting a written request to any member of the Board.

Section 2. At any regular general meeting of the organization any business may be transacted, except that any budget revision shall not be voted upon unless proposed by the Board, or has been previously presented orally and in writing to the Board of Directors by its sponsor at a regular or special Board meeting, and in either case, the Board has made written recommendations thereon to the membership meeting. At all special meetings, the nature of the business to be transacted shall be limited to that specified in the call of such meeting.

Section 3. Members shall be notified in writing at least seven (7) days prior to any meeting of the Corporation. An effort to distribute written notices through normal channels, plus posting of said notice at local places of business that will allow posting, will constitute notification in writing.

ARTICLE V

Officers and Elections

Section 1. The officers of this Corporation shall be President, Vice-President, Secretary, and Treasurer. Officers shall be members elected for a one-year term, by secret ballot at the last general membership meeting of the calendar year. No person shall be eligible to be elected President unless he/she has previously served one year as a Director or Officer of the Corporation.

Section 2. There shall be one Director residing in and representing each District of the community, as defined by the board. Fifty percent (50%), or as close thereto as possible, of the Board members shall be elected yearly for two-year terms.

Section 3. The immediate Past President shall be a voting member of the Board for a single one-year term of office.

Section 4. A vacancy occurring in the office of President shall be filled by the Vice-President. The Board of Directors will make appointments to fill other vacant offices and/or directorships.

Section 5. Any officers in the club may be declared vacant if the person holding that office is found by two-thirds (2/3) of the Board of Directors to be incapable for any reason, including conflict of interest, or unwilling to perform the duties of that office. Written notice of any such proposed action shall be given the affected person more than seven (7) days prior to the Board meeting at which such action is proposed to be taken.

Section 6. Officers and Directors term of office shall begin at the conclusion of the meeting at which they are elected.

ARTICLE VI

Duties of Officers and Directors

Section 1. President: The President shall preside at all meetings other than committee meetings at which he/she is in attendance, shall be a non-voting member of all committees,

shall act as coordinator of all committees and their activities, and shall perform all other duties usually pertaining to the office.

Section 2. Vice-President: The Vice-President shall act as an aid to the President, and shall perform the duties of the President in the absence of that Officer.

Section 3. Secretary: The Secretary shall maintain the Corporation files, record the minutes of each meeting, and shall perform such duties as may be delegated to the office by the President.

Section 4. Treasurer:

A. The Treasurer shall receive and deposit in a bank account(s) all monies of the Corporation, keeping an accurate account of the same. The Treasurer shall not disburse any monies except for the expenditures provided for in the budget approved by the membership or upon vote of the membership in a regular or special meeting. A cash fund of thirty dollars (\$30.00) may be maintained by the Treasurer. All withdrawals of corporate funds shall be accomplished by the Treasurer and one other Officer.

B. The Treasurer shall maintain records of financial accounting for receipt and expenditures of corporate funds.

C. The Treasurer shall present an accounting at each regular meeting of revenue, expenditures, cash on hand, and budget balance. A detailed accounting is obtainable by majority request vote.

D. The Treasurer's accounts shall be reviewed during the first thirty (30) days of each calendar year by two or more Board members appointed by the President.

E. All books of the Treasurer shall be open for inspection at all times to any member of the Corporation.

Section 5. Board of Directors:

A. The Board of Directors shall be comprised of the President, Vice-President, Secretary, Treasurer, Directors and the immediate Past President. The board shall meet regularly at least once a month. The President may call additional meetings for consideration of special business upon notification to all Board members.

B. The Board of Directors shall act as representatives at large for the membership. They shall review all proposed amendments to the By-Laws and present to the membership a resume of the findings. Policy positions taken by the Board of Directors in dealing with governments and entities external to the Club, and such actions as the Board of Directors deems appropriate, shall be timely published for the information of the membership.

ARTICLE VI - Duties of Officers and Directors (continued)

C. (1)The Board of Directors shall prepare a budget for the forthcoming fiscal year for the approval of the general membership. The budget shall be presented to the membership at the first general meeting following their election. (2) The budget shall include an item for contingency reserve. (3) The Board of Directors shall consider all proposed budget revisions presented to it in accordance with these By-Laws and recommend thereon to the membership at the next succeeding regular or special meeting.

Section 6. Committees:

A. The President shall appoint all standing chairpersons designating whether the committee is standing or special. Additional committee members shall be appointed by the chairperson as required.

- B. The standing committees shall be:
- (1) Community appearance;
 - (2) Land Use;
 - (3) Meeting Arrangments;
 - (4) Membership;
 - (5) Merchants Liaison;
 - (6) Newport Hills Park;
 - (7) Public Services;
 - (8) Public / Membership Communications;
 - (9) Youth Activities

C. All members of standing committees must be members of the Corporation.

ARTICLE VII

Quorum

Section 1. At any regular general meeting of this Corporation, a quorum shall consist of those members in attendance at the meeting.

Section 2. Prior to any special meeting of the membership, the Board of Directors shall establish a special quorum therefor.

Section 3. At any duly called meeting of the Board of Directors, a quorum for making binding decisions shall consist of a majority of the incumbent Board of Directors.

ARTICLE VIII

Voting

Section 1. A secret ballot will be used for election of Officers and Directors and will be distributed to members only. A show of hands will be sufficient for voting on other issues.

ARTICLE VIII - Voting (continued)

Section 2. In the election of Officers and Directors, a plurality vote will decide the winning candidate. In all other voting matters, except for amendments to the By-Laws, a majority vote of those voting will decide the issue. An amendment of the By-Laws will require a two-thirds (2/3) vote of the total members voting to be enacted.

ARTICLE IX

Amendments

Section 1. Proposed amendments to these By-Laws shall be submitted in writing to the membership, and read at the meeting at which they are submitted. They shall be read again

at the next meeting and acted upon after the second reading. The Board may make recommendations to the membership regarding the desirability of adopting any proposed amendment.

Section 2. Voting will be in accordance with Article VIII.

ARTICLE X

Nomination of Officers and Directors

Officers and Directors shall be nominated by a Nominating Committee appointed by the President and approved by the Board of Directors. Additional Nominations may be made from the floor, with permission of the candidate. All candidates must be members of the Corporation for at least one month prior to such nominations.

ARTICLE XI

Parliamentary Procedure

Robert's Rules of Order (revised) shall govern the proceedings of this Corporation where not in conflict with the Articles of Incorporation and these By-Laws.

NHCC Business Information

(This information should not be disseminated to the General Public)

Insurance

NHCC corporation liability insurance coverage with BGI (Safeco).
Renew yearly in April.

(List the coverage)

State Registration

File Nonprofit Corporation Annual Registration Report with the Secretary of State before January 31 of each year.

(provide information)

Bank Account Numbers:

- NHCC Market Rate Savings.
- Coal Creek Park Fund, Business Checking.
- Coal Creek Park Fund, Savings.

Tax ID numbers: (taken from information on file with Bank of America)

- Newport Hills Community Club
- Coal Creek Park Fund

Non-Profit Organization Tax Exempt numbers: (found in Archives of Joy Maclin)

- Newport Hills Community Club
- Newport Hills Park Society

NEWPORT HILLS COMMUNITY CLUB

ROLE AND RESPONSIBILITIES OF THE NHCC PRESIDENT

PREPARED BY ZS-W, JUNE 1999; UPDATED BY BWY JANUARY 2001

GENERAL DESCRIPTION:

- ⇒ Presiding officer of the Newport Hills Community Club (NHCC), functioning as both the chief executive officer and the chief operating officer of the organization.
 - ⇒ On the executive side:
 - * Chair board meetings
 - * Facilitate the rest of the board in making policy decisions;
 - * Make specific recommendations to the board on matters under consideration as appropriate.
 - ⇒ On the operating side, the president works with the other officers and the area trustees to:
 - * Fill vacant positions as they occur;
 - * Ensure the timely publication, printing, and delivery of our quarterly newsletter;
 - ⇒ Spokesperson at public hearings, city and county meetings, and is commonly the contact person for the media when needed.
-

MAJOR RESPONSIBILITIES:

- ⇒ Chair the regular monthly meetings of the board, and any other special meetings as required.
 - ⇒ Chair (or act as master of ceremonies) the two general meetings of the membership held each year.
 - ⇒ Take the lead in planning general meetings.
 - ⇒ Publicly represent the views of the organization.
-

MAJOR ACTIVITIES/TASKS:

- ⇒ Attend monthly board meetings.
 - ⇒ Attend two general meetings per year.
 - ⇒ Write President's message for each edition of quarterly newsletter. Write other articles for the newsletter as needed.
 - ⇒ Respond as appropriate to city or county communications and newspaper articles.
-

IMPORTANT CONTACTS:

- ⇒ Elected and appointed officials and staff of the City of Bellevue (city council, boards and commissions, assigned Neighborhood Liaison, contacts in those departments likely to be working on issues or projects that affect Newport Hills)
 - ⇒ Leadership of other community organizations
 - ⇒ Neighborhood Networks (North and South)
 - ⇒ Area trustees and the residents of Newport Hills
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ADDITIONAL IMPORTANT INFORMATION:

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NEWPORT HILLS COMMUNITY CLUB

Roles and Responsibilities

<u>Roles and Responsibilities of the NHCC</u> <u>Prepared by</u>	Vice President Lloyd Novakowski, June 1999
<u>General Description:</u> <ul style="list-style-type: none">• Preside over Newport Hills Community Club meetings in the absence of the President• Recruit new Trustees• Help Trustees Acquire Block Captains• Audit the NHCC Treasurers Books once a year• Chair the Nomination Committee once a year	
<u>Major Responsibilities:</u> <ul style="list-style-type: none">• Preside over Newport Hills Community Club monthly Board meetings in the absence of the President• Canvas the NHCC area for Trustees and help recruit Block Captains	
<u>Major Activities/Tasks:</u> <ul style="list-style-type: none">• Attend monthly meetings• Attend the General Membership Meetings• Respond to residents inquiries• Help in the break down of the quarterly newsletter to the Trustees	
<u>Important Contacts:</u> <ul style="list-style-type: none">• Neighborhood Networks (North and South)• Area Trustees and the residents of Newport Hills• Contacts with the Water District	
<u>Additional Important Information:</u> 	

NEWPORT HILLS COMMUNITY CLUB

Role and Responsibilities of the NHCC Treasurer

Prepared by Sandy Schmidt, August 1999 & updated January, 2001

Responsibilities:

- Provide a Monthly Treasurer's Report to be presented at the monthly NHCC meetings (approximately 20 copies needed).
- Prepare a Budget for the coming fiscal year beginning March 1.
 - Present the proposed Budget to the Board for approval.
 - Present the proposed Budget to the general membership at the March General Membership Meeting (approximately 100 copies needed).
 - Close out the actual Budget for the year.
- Host an audit committee in February to audit the books for the previous calendar year.
- Deposit Membership monies into the NHCC bank account.
- Deposit any other income into the NHCC bank account, including the Red Apple MarketPlace Community Service Program 1% receipt rebate.
- Disburse funds via NHCC checks as needed for expenses.
There is a 3-check limit per month.
- File the Nonprofit Corporation Annual Report with the Secretary of State before January 31 of each year, \$10.00 filing fee.
- Provide NHCC corporation liability insurance premium to insurer. Coverage expires yearly in April. Currently with BGI (Safeco).
- Maintain active account signature cards. Currently signers on the account are Bruce Young, President; Lloyd Novakowski, vice-president; Marshall Buelna, Secretary and Sandy Schmidt, Treasurer.

Bank Information:

Bank of America located in the Newport Hills Shopping Center, 206-461-0800.

Accounts:

- NHCC Market Rate Savings account. Monthly statements will be mailed to the Treasurer. There is a 3 check maximum withdrawal in any given month. Deposits in excess of 50 items, except cash will be charged a small fee.
- Coal Creek Park Fund, Business Checking account. Monthly statements received.
- Coal Creek Park Fund, Savings account. Quarterly statements received.

Important Contacts:

- Debbie Twardoski - Information given to Treasurer about Red Apple MarketPlace receipts submitted.
- Maggie Bonham - Coordinate the pick up of Membership monies for deposit.

Additional Information

- The Budget and Monthly Treasurer's Report are completed in Microsoft, Excel software.

NEWPORT HILLS COMMUNITY CLUB

Roles and Responsibilities

<p><u>Roles and Responsibilities of the NHCC</u></p> <p><u>Prepared by</u></p>	<p>Secretary Bruce Young, November 2000</p>
<p><u>General Description:</u> The Secretary maintains the Corporation files, record the minutes of each meeting, and performs such duties as may be delegated to the office by the President. Provide meeting coordination and facilitation using Robert's Rules of Order.</p>	
<p><u>Major Responsibilities:</u></p> <ul style="list-style-type: none"> • Help Officers, Trustees and Block Captains understand their roles • Prepare a slate of Officers and Trustees for each yearly election • Participate in the preparation of the proposed Budget • Prepare an NHCC yearly calendar and coordinate special committees and club activities • Arrange and prepare for the monthly meetings • Help Canvas the NHCC area for recruiting of Trustees, Committee Chairs and Block Captains 	
<p><u>Major Activities/Tasks:</u></p> <ul style="list-style-type: none"> • Attend All NHCC meetings and record the meeting minutes • Collect pertinent NHCC correspondence and keep with the meeting minutes • Coordinate an alternate recorder for meetings which the secretary cannot attend • Respond to residents inquiries 	
<p><u>Important Contacts:</u></p> <ul style="list-style-type: none"> • NHCC Officers and Trustees • The residents of Newport Hills • Gale Hill, CoB Fire Department, Fire Station #9 meeting room reservations, 425 452-5250 	
<p><u>Additional Important Information:</u></p> <p><u>Regular Monthly Board Meetings require the following be coordinated and be distributed prior to the meeting:</u></p> <ol style="list-style-type: none"> 1) An Agenda 2) The previous board meeting minutes 3) The Treasurer's report <p><u>General Membership Meetings require the following be coordinated and available at the meeting:</u></p> <ol style="list-style-type: none"> 1) An Agenda 2) The previous General Membership meeting minutes 3) Sign-in sheets 4) The Budget for the March meeting 5) the Slate of Officers and Trustees for the October meeting 	

NEWPORT HILLS COMMUNITY CLUB

ROLES AND RESPONSIBILITIES OF THE NHCC YOUTH ACTIVITIES COORDINATOR

PREPARED BY MIKE HALDEMAN, SEPTEMBER 1999

GENERAL DESCRIPTION:

- ◆ Ensure the continued tradition of an annual Newport Hills Spring Egg Hunt and Santa Claus Tour.

MAJOR RESPONSIBILITIES:

- ◆ Coordinate the annual Spring Egg Hunt (April)
- ◆ Coordinate the annual Santa Claus Tour (December)

MAJOR ACTIVITIES/TASKS:

- ◆ Spring Egg Hunt
 - ◆ Submit \$300 Statement to Newport Hills Merchant's Association
 - ◆ Submit announcement to NHCC Newsletter
 - ◆ Prepare and post flyers around neighborhood (esp. shopping center)
 - ◆ Reserve school playground (Newport Heights Elementary)
 - ◆ Purchase candy and prizes
 - ◆ Secure commitment of volunteers (including the Bunny: Betsy Pitman)
 - ◆ Reserve, pick up and return bunny suit (Graight Costumes, Renton)
 - ◆ Perform event: ~9am
 - ◆ Submit after-event article to NHCC Newsletter
- ◆ Santa Claus Tour
 - ◆ Submit \$300 Statement to Newport Hills Merchant's Association
 - ◆ Submit announcement to NHCC Newsletter
 - ◆ Prepare and post flyers around neighborhood (esp. shopping center)
 - ◆ Coordinate the support of Bellevue Fire Station #9 (fire truck & volunteers)
 - ◆ Purchase oranges and candy canes
 - ◆ Secure commitment of volunteers (including driver of truck/van)
 - ◆ Decorate truck/van
 - ◆ Perform event: ~9am-2pm
 - ◆ Submit after-event article to NHCC Newsletter

IMPORTANT CONTACTS:

- ◆ Spring Egg Hunt
 - ◆ Graight Costumes, Renton
 - ◆ Costco (candy, ~150lbs?)
 - ◆ Bellevue Parks Department
 - ◆ Newport Heights Elementary
 - ◆ Betsy Pitman (bunny)
- ◆ Santa Claus Tour
 - ◆ Bellevue Fire Department Chief & Community Relations Officer
 - ◆ Lieutenant, Bellevue Fire Station #9
 - ◆ Newport Hills Hallmark (candy canes, ~700)
 - ◆ Newport Hills Marketplace (oranges, ~700)

NEWPORT HILLS COMMUNITY CLUB

Roles and Responsibilities

<u>Roles and Responsibilities of the NHCC</u> <u>Prepared by</u>	Merchant's Liaison Lyle Wood, August 1999
<u>General Description:</u> Interface with the Newport Hills Merchant's Association and any concerned citizens.	
<u>Major Responsibilities:</u> <ul style="list-style-type: none">• Encourage Merchant's participation in Association.• Assist in coordinating the Merchant Flyer inserts in the NHCC Newsletter.• Attend monthly NHCC board meetings and General Membership meetings.	
<u>Major Activities/Tasks:</u> <ul style="list-style-type: none">• Inform Merchant's President of the Newsletter publication schedules.• Be knowledgeable of the major concerns of the Merchant's and how they affect the community.• Follow up on the Merchant's contribution for the NHCC youth activities.	
<u>Important Contacts:</u> <ul style="list-style-type: none">• Merchant's Association President/Treasurer Ken Wiles, owner of the Mustard Seed Pub.• Newsletter Editor and communications chairperson.• All Merchant's members and prospective members.	
<u>Additional Important Information:</u> Be knowledgeable of the Marketplace NHCC rebate program (1% of valid expenditures).	

NEWPORT HILLS COMMUNITY CLUB

Roles and Responsibilities

Roles and Responsibilities of the NHCC	Membership Chair
Prepared by	Margaret Bonham, Oct, 1999 updated by BWY, Nov, 2001
General Description: The Membership Chairperson coordinates the yearly membership drive by providing membership packets to the Trustees and receives the dues.	
Major Responsibilities: <ul style="list-style-type: none">• Attend monthly Board of Directors meetings and General Membership meetings.• Maintain a list of the Area Trustees and their Block Captains and the paid membership• Provide the area trustees with their Area Membership Packets prior to the March General Membership meeting	
Major Activities/Tasks: <ul style="list-style-type: none">• Attend monthly Board of Directors meetings and General Membership meetings.• Put together packets of membership materials for the area trustees<ul style="list-style-type: none">• Block Captain sign-up sheets• Membership cards• Trustee and Block Captain information sheets• Membership information sheets (as needed)• Mail-in envelopes and instructions	
Important Contacts: <ul style="list-style-type: none">• Board of Directors• Block Captains	
Additional Important Information:	

NEWPORT HILLS COMMUNITY CLUB

Roles and Responsibilities

<u>Roles and Responsibilities of the</u>	Public Safety Committee
<u>Prepared by</u>	Bruce Young, January 2001
<u>General Description:</u> The Public Safety committee chairperson is generally regarded as a focal point for reporting and coordinating issues related to the public safety: crime, speeding, requests for crosswalks, traffic calming devices, etc. These activities will require 3 to 4 hours a month.	
<u>Major Responsibilities:</u> <ul style="list-style-type: none">• Attend monthly Board of Directors meetings and General Membership meetings.• Act as a liaison between the neighbors and the board (relay public safety concerns).• Act as a liaison between the City and the board (talk to police and fire).• Represent the concerns of the NHCC members in their area to the Board of Directors.• Help with community block watch ??	
<u>Major Activities/Tasks:</u> <ul style="list-style-type: none">• Attend monthly Board of Directors meetings and General Membership meetings.• Coordinate activities associated with the public safety.• Compare the CoB info with the calls received from the community.• Provide reports (as needed) for monthly board meetings and the newsletter	
<u>Important Contacts:</u> Fire Department Liaison – Lt. Todd Dickerboom Police Department Liaison -	
<u>Additional Important Information:</u> 	

NEWPORT HILLS COMMUNITY CLUB

Roles and Responsibilities

<u>Roles and Responsibilities of the</u>	Public/Membership Communications Committee
<u>Prepared by</u>	Bruce Young, November, 2001
<u>General Description:</u> The communications committee defines, implements, coordinates and maintains communication methods between the board of directors and membership of the NHCC. The capability to disseminate timely and correct information is an important facet of the NHCCs ability to represent the membership and engage in activities for the social and civic betterment of Newport Hills.	
<u>Major Responsibilities:</u> <ul style="list-style-type: none">• Attend monthly Board of Directors meetings and General Membership meetings.• Maintain contact with Area Trustees, Block Captains and the membership regarding community club concerns, information or actions.	
<u>Major Activities/Tasks:</u> <ul style="list-style-type: none">• Attend monthly Board of Directors meetings and General Membership meetings.• Coordinate the dissemination of timely information between the NHCC board and membership	
<u>Important Contacts:</u> <ul style="list-style-type: none">• Board of Directors• Block Captains	
<u>Additional Important Information:</u> 	

NEWPORT HILLS COMMUNITY CLUB

Roles and Responsibilities

<u>Roles and Responsibilities of the</u>	Meeting Arrangements Chairperson
<u>Prepared by</u>	Bruce Young, November, 2001
<u>General Description:</u> The Meeting Arrangement Committee Chair will perform the tasks of coordinating meeting times and locations and reserving the appropriate size facility for our use. This will be performed on an as needed basis for the events and activities of the NHCC. This includes, but is not limited too: monthly board meetings; general membership meetings; special meetings of the NHCC; and, any other social or civic activity that the NHCC participates in.	
<u>Major Responsibilities:</u> <ul style="list-style-type: none">• Attend monthly Board of Directors meetings and General Membership meetings.• Maintain knowledge of the NHCC meeting plans and activities	
<u>Major Activities/Tasks:</u> <ul style="list-style-type: none">• Attend monthly Board of Directors meetings and General Membership meetings.	
<u>Important Contacts:</u> <ul style="list-style-type: none">• Board of Directors• Scott Sadler, Executive Director, Lake Heights YMCA• Pastor Paul Burnham, Newport Hills Community Church• Carolyn Reid, Bellevue Fire Department, meeting room #9	
<u>Additional Important Information:</u>	

NEWPORT HILLS COMMUNITY CLUB
ROLE AND RESPONSIBILITIES OF THE NHCC GOVERNMENT LIAISON
PREPARED BY ZEE STRAIGHT-WRIGHT, JUNE 1999

GENERAL DESCRIPTION:

⇒ Liaison to elected and appointed officials and staff of the city of Bellevue and King County.

MAJOR RESPONSIBILITIES:

- ⇒ Work with the staff, elected and appointed officials of the city and county to understand and anticipate the likely impact to Newport Hills of government actions, programs, projects, and policies.
 - ⇒ Communicate the position of the NHCC as needed regarding government matters or actions.
 - ⇒ Maintain awareness of the financial plans of the city, that is, the biennial Capital Improvement Project budget and the operating budget.
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MAJOR ACTIVITIES/TASKS:

- ⇒ Monitor the various publications of the city with an eye toward flagging any items of interest or likely import to Newport Hills, recommending a specific course of action where needed and/or appropriate.
 - ⇒ Attend council, board, and commission meetings as appropriate.
 - ⇒ Communicate
-

IMPORTANT CONTACTS:

- ⇒ Elected and appointed officials and staff of the City of Bellevue (city council, boards and commissions, assigned Neighborhood Liaison, contacts in those departments likely to be working on issues or projects that affect Newport Hills)
 - ⇒ Leadership of other community organizations
 - ⇒ Neighborhood Networks (North and South)
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ADDITIONAL IMPORTANT INFORMATION:

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NEWPORT HILLS COMMUNITY CLUB

Roles and Responsibilities

<u>Roles and Responsibilities of the</u>	Coal Creek Improvement Committee
<u>Prepared by</u>	Bruce Young, November, 2001
<u>General Description:</u>	
<u>Major Responsibilities:</u>	
Mission: Improve and monitor the Coal Creek Watershed and riparian corridor by coordinating and implementing small water quality, fish habitat and community education projects.	
Goal: Spend our Coal Creek Park fund on stream enhancement projects in coordination with the Bellevue Stream Team Program and the CCCC	
Objective: Help kickstart the revitalization of Coal Creek and the Watershed as a healthy salmon stream	
Committee Members: Co Chairs – Need some people to Help coordinate and Report on the activities.	
Bellevue Stream Team Liaison - Steve Walker King County Parks Liaison - Steve Walker	
CCCC liaison - Bruce Young	
<u>Major Activities/Tasks:</u>	
<u>Important Contacts:</u>	
Steve Faloon: Coal Creek Community Coalition	
<u>Additional Important Information:</u>	

NEWPORT HILLS COMMUNITY CLUB

Roles and Responsibilities

Roles and Responsibilities of the NHCC Prepared by	Area Trustee / Board Director Bruce Young and Lyle Wood, October 1999
General Description: Area Trustees act as representatives at large for the membership by representing the NHCC at the grass roots level to their Block Captains and the residents in their areas. They review all proposed amendments to the By-Laws and prepare a budget for the forthcoming fiscal year for the approval of the general membership.	
Major Responsibilities: <ul style="list-style-type: none">• Attend monthly Board of Directors meetings and General Membership meetings.• Recruiting and coordinating their Block Captains in their Area.• Maintaining contact with their Block Captains and members in their Area regarding community club concerns, information or actions.• Represent the concerns of the NHCC members in their area to the Board of Directors.	
Major Activities/Tasks: <ul style="list-style-type: none">• Attend monthly Board of Directors meetings and General Membership meetings.• Distributing the NHCC Newsletter to the Block Captains.• Distributing Membership Collection materials to the Block Captains.• Collect Membership monies and left-over materials.	
Important Contacts: <ul style="list-style-type: none">• Board of Directors• Block Captains	
Additional Important Information: 	