



Advisory Council President Duties

Per Advisory Council Bylaws section 8.6:

The President shall preside at all meetings of the Council, including the call to order, establishing quorums, ensuring proper voting on motions, ensuring the SPR Representative is present on binding votes, and following Advisory Council Bylaws. The President shall have such other powers and duties as may be prescribed by the Members or these Bylaws. The President will follow the meeting agenda, keep to time schedules, and ensure that all voices are recognized at meetings. The President will be involved in the annual budget planning process with the SPR Representative and the Treasurer to ensure expenses specific to the advisory council operations are included in the budget proposal, i.e., meeting food, member appreciation, event expenses, and fundraising goals. The President and Treasurer are authorized to sign financial requests made by SPR staff.

- Preside over all advisory council meetings.
 - Collaborate with SPR Representative to develop an agenda.
 - Verify SPR Representative will attend meetings.
 - Follow the agreed upon agenda.
 - Verify that a Secretary is present to keep minutes
 - Call to order
 - Establish quorums.
 - Ensure proper voting on motions.
- Act as primary point of contact for ARC communications.
 - Respond to ARC on council specific communications.
 - Share information with full council as requested by ARC.
 - Attend or designate a representative to attend the ARC Annual General Meeting, and Presidents Meeting.
 - Support Annual Advisory Council Member Roster Update process.
 - Notify ARC of highlights, concerns, or ideas.
- Authorized Signer.
 - Review and sign Member Applications and Renewals
 - Receive and share monthly financial reports sent by ARC accounting.
 - Act as a secondary signer on financial requests made via the electronic accounting system, Microix, when the Treasurer is unable.
- Participate in the Annual Recreation Budget process.
 - Collect input from advisory council members and community to propose programmatic, event, and fundraising ideas to the SPR Representative.
 - Work with SPR Representative and Advisory Council Treasurer to approve a balanced advisory council budget.

Full council responsibilities are included in the Bylaw and Operating Agreement documents.



Advisory Council Treasurer Duties

Per Advisory Council Bylaw section 8.9.

The Treasurer will receive monthly financial reports from ARC accounting. The Treasurer shall review the reports and provide a summary of findings/information at each Advisory Council meeting. In conjunction with the President and SPR Representative, the Treasurer will inform the council members when a spending request is made that was not included in the approved annual budget. The Treasurer will be involved in the annual budget planning process with the SPR Representative and the President to ensure expenses specific to the advisory council operations are included in the budget proposal, i.e., meeting food, member appreciation, event expenses, and fundraising goals. The President and Treasurer are authorized to sign financial requests made by SPR staff. The Treasurer shall, in general, perform all of the duties incident to the office of Treasurer and such other duties as may be assigned to them by the President or the Members.

- Financial Tracking.
 - Receive monthly financial reports sent by ARC accounting.
 - Report out financial information regularly at advisory council meetings.
 - Notify ARC and the SPR Representative of any possible discrepancies.
- Authorized Signer.
 - Approve financial requests in electronic accounting system, Microix.
 - Act as a secondary signer on Advisory Council Member Applications and Renewals when the President is unable.
- Participate in the Annual Recreation Budget process.
 - Collect input from advisory council members and community to propose programmatic, event, and fundraising ideas to the SPR Representative.
 - Ensure any advisory council specific expenses are included in the annual budget.
 - Work with SPR Representative and Advisory Council Treasurer to approve a balanced advisory council budget.

Full council responsibilities are included in the Advisory Council Bylaws and Operating Agreement.



Advisory Council Secretary Duties

Per Advisory Council Bylaw section 8.8.

The Secretary shall keep complete records of each meeting (including electronic voting) and committee reports, shall provide the notices of meetings, and provide minutes of each meeting of the Advisory Council to Advisory Council members, the SPR Representative and the ARC Designee, and shall have such other powers and duties as may be prescribed by the Members or these Bylaws. Minutes shall be kept in a filing system determined by the Council and electronically at ARC.

- Keeping of meeting minutes
 - Take notes at meetings.
 - Verify a quorum is present.
 - Track member voting.
 - Receive approval from members that previous meeting minutes are true and correct.
 - Send approved minutes to the SPR Representative and ARC Designee, ARCAdvisoryCouncils@seattle.gov.

Full council responsibilities are included in the Bylaw and Operating Agreement documents.



Advisory Council Administrative Duties in lieu of Officers

These duties may be delegated across members if the council chooses not to have officer seats. In compliance with Advisory Council Bylaw 8.1.

- **Communications Lead (Assigned annually)**
 - Respond to ARC and SPR on council specific communications
 - Share information with full council as requested by ARC and SPR
 - Attend or designate a representative to attend the ARC Annual General Meeting and Presidents Meeting.
 - Review and sign AC Member Applications and Renewals
 - Act as a secondary signer on financial requests made via the electronic accounting system, Microix.
 - Notify ARC of highlights, concerns, or ideas.
- **Financial Monitoring (Assigned annually)**
 - Receive and share monthly financial reports sent by the ARC Finance and Business Office.
 - Approve financial requests in the electronic accounting system, Microix.
 - Work with SPR Representative on the annual budget proposal process.
- **Meeting Facilitator**
 - Collaborate with SPR Representative to develop a meeting agenda.
 - Verify SPR Representative will be in attendance at meetings.
 - Follow the agreed upon agenda.
 - Call to order.
 - Establish quorums.
 - Ensure proper voting on motions.
- **Notetaker**
 - Take notes at meeting.
 - Receive approval from members that minutes are true and correct.
 - Send approved minutes to the ARC Designee.

Full council responsibilities are included in the Bylaw and Operating Agreement documents.