Contents

BROADMEAD RESIDENTS ASSOCIATION

JOB DESCRIPTION

ARCHIVIST

3/20/2025

The chief job of the Archivist is the storing of relevant BRA records.

1. ***Residents:***
   a. Profiles of new residents are supplied by the VOICE staff at each month's publications. The new residents are added to the on-line file and a printout is added to the Resident Binders in the library.
   b. Death notices are also supplied by the VOICE in the "memorium" box. The obituary, date of birth, and death date are added to the on-line file. A new printout is created that includes the profile, BRA resident dates and obituary. The profile is pulled from the Resident Binder and the new data is added to the "Past Resident" binder in the Library.
   c. Periodically, scan the internet for obituaries of those past residents that have none and if found, follow the procedure outlined in "b" above
2. ***Documents:***
   a. Minutes, notices, publications are kept on-line in descending date order (current to oldest) and a paper copy is kept in the data binders (Blue) by date. Currently, we have present to 1977.
   b. An additional binder is kept for special interest documents, MaCCRA, Annual Reports, Job Descriptions, Trees, etc
3. ***Publications:***
   a. Bulletins are a batch of VOICE-like publications produced sporadically (at least my copies) from 1991 to 2001
   b. Writer's Group did a reading in the auditorium from 1998 to 2019
   c. VOICE – a copy of all editions from October 1979, in the library and on-line. The on-line versions are batched by "Tabs", in ten-year increments. Current issues are digitized and put on line and a copy is placed in a binder in chronological order in the library.
   d. Journal – a copy of every issue from today to the first issue in the Fall of 2015
4. ***History:*** chronicles past publications of history and historical anniversaries
   a. Development – the minutes of the Planning Meetings from 1977 to 2008
   b. Publications entitled, The First 20 Years, History Book The first 20 years at Broadmead and Another History

ROADMEAD RESIDENTS ASSOCIATION

JOB DESCRIPTION

ASSOCIATE SECRETARY

3/20/2025

The Bylaws (Article V, Section 4) state the Associate Secretary's duties as follows:

The Associate Secretary shall assist the Secretary and in the absence of the Secretary shall assume the duties described in Section 3 above."

The Associate Secretary shall, with the Secretary, work under the direction of the President in fulfilling the duties necessary for the efficient operation of the Association. This is a training position for becoming the next Secretary.

Associate Secretary Duties:

1. With the Secretary, attend all meetings of the Executive Committee, Board of Directors, and General and Annual Meetings at their designated dates and times.
2. Send out, via e-mail, the Agenda of both the Executive Committee and Board Of Directors Meetings at least three days in advance.
3. In the absence of the Secretary, assume the necessary duties of the Secretary, including recording, copying and distributing minutes and other materials as required.
4. Assist the Secretary in copying and distributing minutes, reports and documents.
5. With the Secretary, keep track of equipment and supplies and arrange for their purchase when needed. The Associate Secretary is responsible for keeping the BRA office in good order.
6. Submit the Room Requests for the dates of the Executive Committee Meetings and the Board of Directors Meetings.
7. Work with Maintenance to have the Auditorium set up for the BRA Board of Director Meetings.
8. Computer skills: The Associate Secretary must be computer literate and able to produce all necessary reports and documents.

BROADMEAD RESIDENTS ASSOCIATION

JOB DESCRIPTION

ASSOCIATE TREASURER

3/20/2025

The Bylaws (Article V, Section 6) state the Associate Treasurer's duties as follows:

"The Associate Treasurer shall work with the Treasurer in fulfilling the duties enumerated in Article V, Section 5."

The purpose of the Associate Treasurer position is to prepare the individual to become Treasurer of the BRA and in an emergency to take over the Treasurer's duties as needed. The Associate Treasurer serves as a member of the BRA Executive and Finance Committees and must be computer literate and willing to learn the treasurer's software.

The Associate Treasurer may be assigned such duties as:

1. Updating annually the list of items in the BRA equipment inventory and submit the updated list to Broadmead Inc. CFO for inclusion in Broadmead Inc's insurance coverage.
2. Be responsible for the Employee Appreciation Fund — collect, total and deposit contributions. Arrange for the computation of gift amounts with Broadmead Inc. accounting and prepare checks for employees. Pay FICA and Medicare taxes.
3. Purge and shred files as of dates listed in the Treasurer's Book.
4. On a weekly basis collect the Request for Payment sheets and write and deliver checks to the appropriate parties.

BROADMEAD RESIDENTS ASSOCIATION

JOB DESCRIPTION

REPRESENTATIVES to the BOARD OF TRUSTEES

3/20/2025

The Bylaws (Article V, Section 9) state Representatives to the Board of Directors duties as follows:

"The BRA's Representatives to the Broadmead Board of Trustees shall attend meetings of the Trustees and participate in their discussions, shall advise the Trustees of any recommendations or concerns of the Board of Directors and the Executive Committee and shall report back to the Executive Committee and the Board of Directors on the activities and decisions of the Trustees. The two Representatives shall be full members of the Executive Committee and shall represent and be solely responsible to the Executive Committee and the Board of Directors. If either Representative is unable to attend a Trustees meeting, the President shall appoint a substitute from the Executive Committee.

Special attention shall be given and provision made to enable the Representatives to the Board of Trustees to be as fully informed as possible about the views of residents and any recommendations or concerns of the standing committees."

The primary responsibilities of the Representatives to the Trustees include the following:

1. Report to the Residents Association Executive Committee and Board of Directors any important decisions occurring at Board of Trustees meetings to the extent possible.

2. Report to the Board of Trustees what occurs at the Residents Association Board of Directors meetings as well as in the Standing and other Committees as directed by the Executive Committee.

3. Any substantive matter submitted to the Trustees as an agenda item for discussion requires approval of the Executive Committee or the Board of Directors.

Broadmead Residents Association

Job Description

ACTIVITIES COORDINATOR

3/20/2025

The Bylaws (Article V. Section 7) state the Activities Coordinator's duties as follows:

"The Activities Coordinator shall maintain communication with the various committee chairs with regard to BRA and administration policies and procedures, to coordinate and facilitate the interactions among the various committees and to assist the BRA Executive Committee.

1. Receive and pass on new information from various pertinent sources to the activity chairs. Develop a mass communication system, i.e. Google Groups, to keep all residents uniformly informed, with paper copies for those without email addresses.
2. Provide an updated "activity chair" list to the BRA Secretary in July who prepares this information on a "Pink Sheet" and distributes it to the community on a regular basis. Communicate changes as appropriate.
3. Review and update the Activity Leaders' Handbook in July, and as needed throughout the year. This resource is available on the www.broadmeadbra.org website.
4. Update the Activity pamphlets with the listings and explanations for the various BRA activities.
5. Keep the BRA Secretary informed of the most current Activity Chair list with pertinent duty changes throughout the year.
6. Hold an annual BRA Activity Chair Orientation meeting with the assigned Activity Chairs to explain the budget, processes, procedures, and timelines (in-person or remotely). Include the following BRA leaders as well:
    a. Treasurer
    b. Audio-Visual representative
    c. Editor of "The Voice"

d. Director of Health and Wellness (to explain Broadmead Connect, room reservations, and publicity, including poster design, timing, and display and posting of announcements on the Broadmead calendar & website)
e. Transportation
f. Explain the importance of succession planning for activity leadership continuity.
g. During periodic Hospitality Orientations for new residents, highlight the website www.broadmeadbra.org to locate the *BRA Activity Leaders Handbook, How to Start BRA Activity and BRA Activity Brochures* (organized by interest). Emphasize the process for initiating a new activity and the budgeting process, as needed.

7. Timeline:
    a. October – Request Activity Chairs complete an inventory form and return it to the BRA General Mailbox by November 1. The purpose is to update Activity information.
    b. January – Verify that Activity chairs are aware of the status of their current year's budget.
    c. February –Submit budget requests for the next fiscal year to the Treasurer.
    d. June – Collect End-of-Year Annual BRA Activity Reports and submit to the BRA Archivist. A "sample" end-of-year report will be distributed to prepare for this June submission.
    e. Ongoing: actively participate in Executive Committee and BRA Board of Directors meetings. Provide important Activity updates throughout the year.
8. Document all pertinent reports and updates on the BRA website as a resource for current and future leaders.
9. Update Broadmead Activity Pamphlets, which are located near the BRA office. Current pamphlets include: the following:
    a. Income-Generating Committees & Activities
    b. Music and Special Interests
    c. Reading, Writing, & Literature
    d. Social, Community, Spiritual, & Health Activities
    e. Travel & Entertainment
    f. Visual Arts

BROADMEAD RESIDENTS ASSOCIATION

JOB DESCRIPTION

CLUSTER COORDINATOR

3/20/2025

The Bylaws (Article V, Section 8) state the Cluster Coordinator's duties as follows:

"The Cluster Coordinator shall oversee the responsibilities of the Cluster Representatives. The Cluster Coordinator shall be responsible for bringing Cluster concerns to the Executive Committee and for informing Cluster Representatives in a timely fashion of agenda items that will be brought to the Board of Directors meetings. His/her job is also to enable the Cluster Representatives to be as fully informed as possible in advance of Board of Directors meetings. If needed, the Cluster Coordinator may appoint an assistant or assistants to help with his/her duties."

The responsibilities of the Cluster Coordinator include the following:

1. Understand the Bylaws of the BRA

2. Serve as a member of the Executive Committee and Board of Directors and attend the New Resident Orientation meeting.

3. Assist Cluster Representatives in their understanding of their responsibilities (see document "Responsibilities and Functions of Cluster Representatives/Directors.")

4. Along with the President meet with the Cluster Representatives by mid-July to go over their duties and responsibilities.

5. Stay in close contact with Cluster Representatives and encourage them to call with questions or problems. Meet collectively or separately with Cluster Representatives as needed to clarify issues discussed by the BRA Executive Committee and/or the Board of Directors.

6. Bring to the meetings of the Board of Directors appropriate problems, questions, and concerns raised in cluster meetings or brought directly to the Cluster Coordinator.

7. Inform Cluster Representatives when there is a need for cluster meetings to discuss important items brought up by the Executive Committee such as Broadmead Inc. and BRA budget suggestions.

8. Assure that all Cluster Representatives hold Cluster meetings in May "for the purpose of electing representatives who shall serve as Directors on the Board of Directors for the ensuing year."

BROADMEAD RESIDENTS ASSOCIATION

NEW JOB DESCRIPTION

FIRST VICE PRESIDENT

3/20/2025

The Bylaws (Article V, Section 2) state the First Vice President's duties as follows:

"The duties of the First and Second Vice Presidents shall be to assist the President and undertake responsibilities as assigned by the President. Except as provided in Article III, Section 6, in the event of the absence or disability of the President, or when requested by him/her, the First Vice President or the Second Vice President, as the case may be, shall have the powers and duties of the President"

The First Vice President will assume the responsibilities of the President when the President is unable to serve. He/she should have a good understanding of the Bylaws and be aware of the monthly schedule in order to be prepared for upcoming activities.

The other duties of this office include:

1. Attending meetings of the Cabinet, the Executive Committee, and the BRA Board of Directors as scheduled.
2. Serving when needed as one of the co-signers of the checks issued by the BRA Treasurer.
3. Attending meetings of Standing Committees as assigned by the President.
4. Carrying out any other duties requested by the President or Executive Committee.
5. Computer literacy is required.

BROADMEAD RESIDENTS ASSOCIATION REPRESENTATIVES TO THE BOARD ISSUES

(Issued by Broadmead's Board of Trustees)

3/20/2025

1. Resident representatives may participate fully in Board Meeting discussions but not in Board decisions which are determined by consensus.

    0. Neither Staff nor Resident Representatives may participate in Executive sessions of the Board except by invitation.

    0. Resident Representatives will receive a packet of information approximately a week in advance of meetings, as do Trustees, in order to prepare for the meeting.

    0. Every Board of Trustees Meeting will have time set aside on the Agenda for a report from the Resident Representatives.

    0. The Residents Association shall provide the Resident Representatives with information that the Association would like the Trustees to receive regarding Resident Life, Association business, operational concerns, etc.

    0. Resident representatives shall refrain from bringing personal agenda items to the Board of Trustees Meetings.

    0. Resident representatives will likely participate in discussions that are not intended for public hearing. The Chair of the Board will make it clear to all when items discussed at the meeting should be held in confidence.

    0. Minutes of the Board Meetings will not be shared with others until they have been approved by the Board of Trustees.

BROADMEAD RESIDENTS ASSOCIATION

JOB DESCRIPTION

BRA OFFICE MANAGER

3/20/2025

The BRA Office Manager shall work under the direction of the President in fulfilling the duties necessary for the efficient operation of the Association.

BRA Office Manager's Duties

1. Care and maintenance of the copier
   a. Enough toner on hand – replace toner when necessary
   b. Keep track of machine counters and sheet numbers, checking for unauthorized usage
   c. Enough paper on hand
2. Care and maintenance of shredder
   a. Empty when necessary
3. Care and maintenance of the two computers and printer outside the office door – any computer problem, report to corporate.
4. General care of the office
   a. Distribute any material left on office manager's desk and/or in the office
   b. Discard unwanted material
   c. Turn over to the Archives any BRA material
5. Service and maintain the computer and printer
   a. Keep up-to-date – check driver and software updates
   b. Keep enough ink and paper on-hand
6. Maintain the "Current" and "Past" and "Moved" Resident registry/binders according to the VOICE publications/notifications
7. Maintain the "BRA Business List Serve"
   a. Add/delete users by request
   b. Compare the List Serve email addresses to the quarterly phone book
   c. Any addresses on the List Serve and not in the phone book, constitute residents who have died or moved = delete from the List Serve
   d. Any addresses in the Phone Book and not in the List Serve constitute new Residents = add to the List Serve
8. Assist Residents with the usage of the copier, computers (outside office) and software and shredder, if necessary

BROADMEAD RESIDENTS ASSOCIATION

JOB DESCRIPTION

PRESIDENT

3/20/2025

The President shall be the Chief Executive Officer of the BRA and shall have general supervision and responsibility for its operation and affairs, subject to the direction and control of the Board of Directors.

Article, Section 6, of the BRA By-laws also states this requirement:

"No person shall hold the office of President without having served as a director or elected officer at some previous time for one rear or without having, in the opinion of the Nominating Committee, required qualifications for the performance of the duties of the office of President, provided that he/she has been a Resident of Broadmead for at least one year."

The President assumes a variety of roles and performs an assortment of functions:

A. Leadership: The President plans, schedules and leads meetings of the Executive Committee, Board of Directors, and general membership meetings and prepares agendas for all. He/she should have some skill in the conduct of meetings. The President should have considerable knowledge of the widespread activities at Broadmead and the interests of the many groupings of Broadmead residents. He/she works closely with the Secretary checking and editing all minutes of meetings of the Executive Committee, Board of Directors and general meetings.

B. Trustee/Administration Relations: The President shall have a good working relationship with the Administration and Trustees and have the capability of presenting the residents' viewpoints and concerns in a forceful and reliable manner. A monthly meeting with the Broadmead CEO is advisable.

C. Administrative Role: The President has oversight of the many committees and activities that operate under the BRA umbrella and is responsible for:

1. The selection of chairs for the Standing Committees following consultation with the committee.
2. Consultation with Standing Committee chairs as to committee membership.
3. Serving as an ex-officio member of all Standing Committees except the Nominating Committee and Financial Review Committee. The President at his/her discretion may delegate the ex-officio membership on any committee to one of the Vice Presidents. The general procedure has been for one of the VPs to serve ex-officio on several of the committees. The President serves as ex-officio on the Finance Committee.
4. Planning and leading an annual meeting including the following:
    a) Election of officers, cluster coordinator, activities coordinator and representatives to the Board of Trustees.
    b) A Treasurer's report on the financial condition of the Association.
    c) A President's report on activities of the Association during the previous fiscal year.

5. Serving when needed as one of the co-signers of BRA checks.

D. Community: The President along with other BRA officers, may attend meetings with the leadership of local and regional CCRC associations to consider common problems, and attends Broadmead, Inc., meetings concerning matters covering a wide range of issues and information.

E. Mediator: The President should have the ability to act as mediator in the various conflicts and disputes that may arise among residents regarding the welfare of the Broadmead community.

F. Computer skills: The President should be computer literate because preponderance of communication is by electronic means.

G. Meetings: The President attends the following regular meetings: Executive Committee; BRA Board of Directors; Finance Committee; Marketing Advisory Committee and Cabinet meetings (President, two VPs, and immediate Past President).

BROADMEAD RESIDENTS ASSOCIATION

JOB DESCRIPTION

SECOND VICE PRESIDENT

3/20/2025

The Bylaws (Article V, Section 2) state the Second Vice President's duties as follows:

"The duties of the First and Second Vice Presidents shall be to assist the President and undertake responsibilities as assigned by the President. Except as provided in Article III, Section 6, in the event of the absence or disability of the President, or when requested by him/her, the First Vice President or the Second Vice President, as the case may be, shall have the powers and duties of the President"

1. The Second Vice President will assume the responsibilities of the President when the President is unable to serve and the First Vice President is unavailable.
2. The other duties of the office include:
3. Attending meetings of the Cabinet, the Executive Committee, and the BRA Board of Directors as scheduled.
4. Serving as one of the co-signers of the checks issues by the BRA Treasurer.
5. Attending meetings of Standing Committees as assigned by the President.
6. Carrying out any other duties requested by the President or Executive Committee.
7. Computer literacy is necessary.

BROADMEAD RESIDENTS ASSOCIATION

JOB DESCRIPTION

SECRETARY

3/20/2025

The Bylaws (Article V, Section 3) state the Secretary's duties as follows:

"The Secretary shall work under the direction of the President in fulfilling the duties necessary for the efficient operation of the Association. The Secretary shall record and develop minutes of all meetings of the Executive Committee, the Board of Directors and the BRA, and provide for the appropriate distribution and posting of said minutes. He/she shall provide appropriate notices and agendas for these meetings and handle correspondence and other duties as required by the President and these Bylaws."

Secretary's Duties:

1. In accordance with the BRA Executive Committee Timetable, the Secretary shall begin in July to prepare a list of the Broadmead Residents Association Board of Directors including the officers, cluster representative, etc. and the committees and activities and their chairs for July 1 - June 30 (Pink Sheets). These should be distributed to all residents and to Administration in July. Administrative staff distributes the list to Trustee5s.
2. Prepare, in cooperation with the President, agendas for all meetings of the Executive Committee, Board of Directors, General Meetings, and Annual Meeting..
3. Attend all meetings of the Executive Committee, Board of Directors, General and Annual Meetings, recording the proceedings and reviewing these minutes with the Executive Committee before distribution.
4. Supervise copying and distribution of all necessary materials for the Association, Executive Committee, Board of Directors, and Archivist, such as minutes, lists of activities and their chairs (Pink Sheets).
5. Supervise ordering paper and other supplies for the office.
6. Computer skills: The Secretary must be computer literate and able to produce all necessary reports and documents.

BROADMEAD RESIDENTS ASSOCIATION

JOB DESCRIPTION

TREASURER

3/20/2025

The Bylaws (Article V. Section 5) state the Treasurer's duties as follows:

"The Treasurer shall have or provide for custody of all BRA operating funds, maintain all banking and investment accounts, and maintain an inventory of all property of the BRA, subject to the approval of the Finance Committee and the Board of Directors."

1. Arrange the collection and deposit of funds of the Broadmead Residents Association (BRA).
2. Prepare checks for payment of all expenses for activities of the BRA. Checks are signed by the Treasurer or Associate Treasurer and countersigned by the President or one of the Vice Presidents.
3. Record all deposits and withdrawals in the appropriate computer software, and maintain all records in accordance with appropriate retention schedules.
4. Reconcile all account balances and bank statements monthly, and prepare a detailed monthly report of revenues, expenditures, and account balances for the Finance Committee.
5. Monthly, prepare and submit to the Maryland State Comptroller a sales tax report based on taxable sales collected by the Barn Sale, Old & New Shop, Sew & So, and Woodshop, and remit payment of the tax to the Comptroller.
6. Working with the Finance Committee Chairman, provide necessary financial records to external accountants for them to prepare IRS Form 990 and present this Form to the BRA Board for final approval before filing.
7. Collect, deposit, and total Employee Appreciation Fund contributions from residents. Using data provided by Broadmead Inc.'s HR department, compute the gift amount and FICA contribution for each employee and return that data to HR for them to directly deposit into each employee's bank account.
8. Assist the BRA Finance Committee and Activity Leaders to compile information needed in the preparation of budgets for the forthcoming fiscal year.
9. Maintain separate accounts reflecting transactions and the current status of long-term investments that are in the Friends Fiduciary Consolidated Funds accounts or any other certificate of deposits or Treasury bonds.
10. Update annually the list of items in the BRA equipment inventory. Submit the updated list to the Broadmead, Inc. Chief Financial Officer for inclusion in Broadmead insurance coverage.
11. Ensure annually that in the first quarter that the Maryland Personal Property Tax Return is filed with the Secretary of State (along with the 990 form), in the second quarter proper registration as

a charity is maintained, and that the Old & New Shop License is appropriately renewed, and every five years the sales tax exemption for the BRA is renewed.

12. With the help of Broadmead accounting, produce and submit Federal 1099 Forms for individuals who have received payment of at least $600 from the BRA in the preceding calendar year.
13. Assist as requested providing documentation relative to the annual internal financial review of BRA finances.
14. Serve as a member of the BRA Executive and Finance Committees and as a Director of the BRA Board of Directors.
15. Be computer literate and be able to use the current accounting software programs.
16. The Board may appoint assistants to the Treasurer as needed.
17. Maintain digital or paper files of documents related to the income and expenses of the BRA that may be required for periodic audits for a period of five years or what is required by law.