

MARIPOSA NEIGHBORHOOD ASSOCIATION VOLUNTEER OPPORTUNITIES & DESCRIPTIONS

BOARD OF DIRECTORS

The government of the Mariposa NA shall be vested in a Board of Directors consisting of one member representing each of the following existing Mariposa neighborhoods. Additional neighborhoods will be recognized as they are developed:

- Desert View
- Estates
- Redondo
- Sierra Vista
- The Peaks - Castle Peak Loop, et al.
- The Peaks - Pikes Peak Loop, et al.
- Vista de Santa Fe
- Vista Manzano
- Vista Sandia

OFFICERS

The Officers of the Mariposa NA shall be President, Vice President, Secretary, and Treasurer. Officers will be selected by and from the Board of Directors at the Annual Meeting (see, Article III and Article IV, Paragraph 4 of the By-Laws), and shall assume their respective duties the first day of the calendar year, following the Annual Meeting in which they were elected. Officers shall perform the duties and have the powers and authority assigned by the Board of Directors, incident to the office and provided by the By-Laws as follows:

President. The President shall be the Chief Executive Officer and principal spokesperson for the Mariposa NA. The President shall also perform all acts incident to the office of President, and shall have such additional powers as assigned by the Board of Directors, including the following responsibilities:

- **Meetings:** The President shall oversee the scheduling, coordination, and facilitation of all meetings described in Article III of the Mariposa NA By-Laws, including the agenda and presentation. The President shall keep the meetings focused and on schedule, mediate discussions and disagreements between members, and bring issues to a vote when necessary. The President also clarifies group decisions, delegates tasks and priorities, and follows up on decisions made at the meetings.
- **Committee and Chair Appointments:** The President is responsible for appointing the Chairs of Standing and Special Committees (see, Article V of the Mariposa NA By-Laws), with input from the Board of Directors, carefully selecting the chairs according to their talents, skills, and capabilities.
- **Organizational Maintenance:** The President is responsible for knowing the Mariposa NA By-Laws and procedures and ensuring they are followed by all members. The President is also

responsible for ensuring that the Mariposa NA is on track to achieving its purpose and objectives by working with the Board of Directors and Standing and Special Committees on planning and implementation.

- Communications: The President is responsible for oversight and approval of all Mariposa NA communications, and contributing to the monthly newsletter, when established.
- Public Image: The President represents the Mariposa NA, both officially when requested at community or government functions, and unofficially, as a good example of a responsible member of the community and neighborhood.
- Rio Rancho Neighborhood Association Policies: The President is responsible for compliance with the City of Rio Rancho's *Neighborhood Association Recognition Policy* (Chapter 9, Article 2, 2000), specifically Section 9-2-4 *Communication between Neighborhood Associations and the City*, including attending all scheduled Rio Rancho Coalition of Neighborhoods meetings.

Vice President. The Vice President shall perform the duties of the President with all of the powers and restrictions placed on that office, upon notice of the President, when unavailable to perform his/her duties. The Board of Directors may decide, by majority vote, what additional powers and responsibilities it may wish to assign the Vice President. If the President is unable to fulfill the remaining term of office, the Vice President shall assume the duties of that office for the duration of the term, and a new Vice President shall be selected from the Board of Directors. In addition, the Vice President is responsible for the following:

- Monitoring and attending, when needed, the bi-weekly Rio Rancho Governing Body meetings and representing the Mariposa NA.
- Overseeing the Code of Conduct and Grievance process, as defined Article VII of the Mariposa NA By-Laws.

Secretary. The Secretary shall responsible for the following:

- As the Mariposa NA's Point of Contact with the Rio Rancho City Clerk, corresponding with the City Clerk regarding questions pertaining to recognition and submitting amended by-laws and other pertinent changes to organization, Board of Directors and Officers, and their contact information.
- Taking minutes at all Board of Directors and General Membership meetings, distributing minutes to the Board of Directors for review and correction, finalizing, and coordinating with the IT Chair to post them on the Mariposa NA website.
- Preparing any official correspondence at the President's request, and managing all correspondence to and from the Board of Directors.
- Maintaining an official Mariposa NA hardcopy notebook and electronic folder with all business proceedings of the NA, including minutes, correspondence, meeting agendas and presentations, committee reports, by-laws, etc., and meeting with successor to transfer documentation, when necessary.
- Keeping an up-to-date directory of Board of Directors, Officers, and Members.
- Other duties as may be assigned by the President or Board of Directors.

Treasurer. The Treasurer shall be responsible for the following:

- Collecting voluntary dues from the membership and depositing all funds received by the Mariposa NA.
- Maintaining the Mariposa NA bank account and a financial accounting system that is adequate and thorough for the NA.
- Maintaining the Mariposa NA post office box, by paying fees and collecting and distributing mail.
- Reviewing quarterly the financials and advising the Board of Directors of issues.
- Maintaining and providing written financial reports, including a balance sheet, to the Board of Directors and membership at each scheduled Board of Directors and general membership meeting, and upon request.
- Filing of all required annual corporate reports and tax forms.
- Meeting with successor to review and turn over financial documents and bank account.
- Preparing, in coordination with the Board of Directors and committee chairs, a proposed Mariposa NA annual budget to be presented at the first general membership meeting, which is to be held on the fourth Sunday in January.

Non-Officer Directors. Each Director who is not selected as an Officer shall be a Sponsor of a Standing or Special Committee. Board Sponsors should volunteer and be considered and selected by their peers on the Board according to their interests, talents, skills, and capabilities. Sponsorship responsibilities shall include the following:

- Assisting in recruiting Committee Members and Chairs.
- Assisting in the development of or maintenance of an existing Committee Work Plan.
- Attending Committee Meetings.
- Providing Committee updates and reports to the Board of Directors, when requested.

STANDING COMMITTEES

A Standing Committee has “standing” with the Board of Directors and is always working on a task or towards a goal or objective. All Standing Committees shall be approved by the Board of Directors. Standing Committee Chairs shall be appointed by the President, with input from the Board of Directors. The following is a list and description of current approved Standing Committees.

I. Resident Communications Committee (RESCOM)

The RESCOM Committee will be comprised of volunteer members, to include a Committee Chair whom is appointed by the Mariposa NA President with input from the Board of Directors.

The RESCOM Committee Chair will:

- Report to their Board Sponsor.
- Convene the committee at least once quarterly, and more often as needed.
- Develop or maintain an annual Work Plan including quarterly written progress reports to the Mariposa NA Board.
- Facilitate the documentation of formal recommendations to their Board Sponsor.
- Define and implement a monthly communications calendar.

Committee members will be asked to lead or contribute to one or more of the following focus areas of the committee:

1. Provide residents with multiple inbound communication mechanisms for submitting ideas, issues and requests for the Mariposa NA Board to consider. Examples include:
 - a. Surveys
 - b. Website Discussion Board
 - c. Nextdoor.com
2. Prepare multiple outbound communications that address current issues, report Mariposa NA progress and apprise residents of MCA and Founder activities impacting Mariposa East
 - a. Monthly Newsletter
3. Interact with other Standing Committees and BOD to assist with messaging all relevant activity, including:
 - a. Document management, both public website libraries (including Standing Committee libraries) and board member communications
 - b. Standard Operating Procedure (SOP) Manual
 - c. Welcome Packet (Welcoming & Membership Committee)
 - d. Petitions
 - e. Templates e.g. Committee Work Plan templates
 - f. White Papers on formal requests to the City or Founder
 - g. Human Resources Library (Welcoming & Membership Committee)
 - h. Quarterly Neighborhood Association meetings (assist the President)
4. Develop and maintain a communications calendar
5. Website Oversight – RESCOM will be responsible for assuring that the website is maintained through:
 - a. Contracting with and being primary POC with the external vendor
 - b. Monitoring and approving new member requests
 - c. Conducting Email blasts from the website (includes maintaining email directory)
 - d. Website updates including quarterly general meeting agendas, presentations and minutes
 - e. Overseeing all incoming Email communications via - info@mariposaneighbors.org
 - f. Managing the gmail email address – info.mariposaneighbors@gmail.com
6. Develop marketing/communication materials
 - a. Mariposa Fact Sheet/Brochure
 - b. Others tbd

II. Covenants, Controls & Restrictions (CC&R) Committee

The CC&R Committee will be comprised of volunteer members from each existing neighborhoods within the Mariposa NA boundaries, ideally with a representative from each neighborhood, to include a Committee Chair whom is appointed by President with input from the Board of Directors.

The CC&R Committee Chair will:

- Report to their Board Sponsor.

- Act as the liaison with the MCA Manager.
- Convene the committee at least once quarterly, and more often as needed.
- Develop or maintain an annual Work Plan, including quarterly written progress reports to the Mariposa NA Board of Directors.
- Facilitate the documentation of formal recommendations to their Board Sponsor.
- Contribute newsworthy information to the monthly newsletter, when established, and important meeting dates and discussion items to RESCOM, when requested.

The focus of the committee is to:

1. Assure the MCA has transparent and equitable systems in place for monitoring the compliance of homeowners and builders with the established Community Charter/Supplements for Mariposa Residential Property and Guidelines for Sustainability for Neighborhood Builder Homes. This will require extensive review and knowledge of the Mariposa documents. Include the city, county, and state regulations that affect Mariposa in the compliance monitoring.
2. Work with the MCA to establish a formal process for both individual residents and the Mariposa NA to report issues/concerns/infractions regarding compliance by homeowners and builders, and to work with the MCA to establish a feedback method for resolution and closure of open issues.
3. Work with the MCA to improve the process for homeowners requesting an architectural revision to an existing home, ensuring that the process is transparent and equitable.
4. Evaluate existing Charter, Supplements and Guidelines and identify recommendations for revision.
5. Identify the formal process for changing and enhancing CC&R's through the board, Harvard and CCMC. Implement those procedures to strengthen CC&Rs, as needed.
6. Review the MCA General Operating and Reserve budgets and those neighborhoods that have separate operating and reserve budgets quarterly and raise concerns/requests as needed. Example is to assure that the reserve funds are being maintained to address future expense needs.
7. Review all MCA documents and legislation related to the CC&Rs, including MCA's stipulations and NM's legal requirements for resident representation on the MCA Board. Include the city, county, and state regulations that affect Home-Owner Associations.
8. Escalate issues to senior level management at CCMC and Harvard Investments, as necessary.

III. Infrastructure Committee

The Infrastructure Committee will be comprised of volunteer members, to include a Chair whom is appointed by the Mariposa NA President with input from the Board of Directors.

The Infrastructure Committee Chair will:

- Report to their Board Sponsor.
- Convene the committee at least once quarterly, and more often as needed.
- Develop or maintain an annual Work Plan, including quarterly written progress reports to the Mariposa NA Board of Directors.
- Facilitate the documentation of formal recommendations to their Board Sponsor.
- Contribute newsworthy information to the monthly newsletter, when established, and important meeting dates and discussion items to RESCOM, when requested.

The focus of the committee is to:

1. Track and understand Development, Drainage, Flood Control, Transportation, and Access issues as they pertain to the boundaries of the Mariposa NA.
2. Monitor the City of Rio Rancho Planning & Zoning (P&Z) Board agendas and attend meetings when an agenda item will directly or indirectly impact Mariposa.
3. Establish a working relationship with the Southern Sandoval County Flood Control Authority (SSCAFCA), and monitor agendas and attend their monthly meetings, as needed.
4. Understand the Mariposa Master Drainage Plan and monitor current and future development in accordance with SSCAFCA's Resolution 2019-05, which requires that the P&Z consider the need to require an update of the Master Drainage Plan as part of their evaluation of future Mariposa development.
5. Work with SSCAFCA and the City of Rio Rancho Engineer to obtain and maintain a library of documents, including the Mariposa Master Drainage Plan and existing Mariposa neighborhood drainage plans and infrastructure construction specifications.
6. Suggest discussion board topics and membership surveys, and work with Sponsor, Board of Directors, and other Standing Committees to develop processes for petitioning the City or SSCAFCA on issues pertaining to infrastructure concerns and needs.

IV. Welcome & Membership Committee

The Welcome & Membership Committee will be comprised ideally of one volunteer Greeter from each existing neighborhood within the Mariposa NA boundaries.

The focus of the Greeters is to:

1. Welcome all new residents and ensure that existing and new residents in their respective neighborhoods are aware of the Mariposa NA.
2. Develop and maintain a contact directory of their fellow neighbors.
3. Encourage the residents in their respective neighborhoods to register on the Mariposa NA website and assist with the annual volunteer and membership drive.
4. Distribute Mariposa NA brochures, meeting notices, and other information as requested by their Board Sponsor.
5. Monitor Nextdoor.com and send a welcome message, along with Mariposa NA information, to new joiners.
6. Be a conduit between their neighbors and the Mariposa Board of Directors of issues and concerns needing attention, including concerns that need to be directed at the MCA.
7. Represent their neighborhoods at Board of Directors meetings, as requested, and the Mariposa NA General Meetings.

SPECIAL COMMITTEES

A Special Committee may be temporarily formed by the Board of Directors for special projects, one-time events, or issues which have a limited duration. Upon completion, a Special Committee can be dissolved. All Special Committees shall be approved by the Board of Directors. All Special Committee Chairs shall be appointed by the President, with input from the Board of Directors. The following is a list and description of current approved Special Committees.

I. Keep Mariposa Beautiful Committee

The Keep Mariposa Beautiful Committee will be chaired by a volunteer or group of volunteers, whom will communicate with the City of Rio Rancho regarding their Toss No Mas campaigns and other beautification events. Ideally, this committee will schedule two trash clean-up events per year and provide the dates, times, and other pertinent information through their Board Sponsor to the Board of Directors and RESCOM for volunteer recruitment and recognition.