

San Antonio Conservation Society Job Description

NEIGHBORHOOD LIAISON COMMITTEE

This committee monitors and provides information to the Board of Directors on neighborhood events and issues relating to the San Antonio Conservation Society's purpose and concerns. The Vice Chairman will provide backup should the Chairman be unavailable for events, meetings, or educational programs.

DUTIES OF THE CHAIRMAN

1. Appoint members to committee and present to President for approval. Assign committee duties to members.
2. Keep the President informed of all meetings and activities of the committee.
3. Work with Staff Liaison to coordinate all activities.
4. Include two Active (not on Board of Directors) and Associate Members on the committee.
5. Monitor the activities of historic or potentially historic neighborhoods.
6. Attend neighborhood related meetings and educational programs, upon request.
7. Coordinate with the Office of Historic Preservation to provide quarterly meetings to provide a platform for historic and conservation district neighborhood associations to discuss common concerns
8. At the President's discretion, support and coordinate outreach or educational programs related to historic neighborhoods in San Antonio.
9. File a report of the committee's activities before the June general membership meeting.