

# EMPOWERMENT CONGRESS WEST AREA NEIGHBORHOOD DEVELOPMENT COUNCIL

## APPLICATION FOR BOARD MEMBERSHIP

The Board of the Empowerment Congress West Area Neighborhood Development Council (ECWANDC) is seeking individuals to serve on the council board. The Board consists of 9 elected positions and 6 appointed positions -- a Treasurer, correspondence Secretary and four at-large positions, selected by the board. Please review the information below and complete and submit the following application. This application is for filling positions outside of the general election process for the at large positions, the treasurer, and corresponding secretary positions as well as any open seats on the board resulting from a vacancy.

### Background on Neighborhood Council

There are currently 99 certified neighborhood councils throughout the city of Los Angeles. The neighborhood councils were established through a city charter amendment to “promote more citizen participation in government and make government more responsive to local needs”. Councils are designed to include representatives from many diverse interest and serve an advisory role on issues of concern to the neighborhood. The Empowerment Congress West Area is one of five neighborhood councils in South Los Angeles. working together to shape the policies and decisions which affect our lives.

### Role of Council Board

The purpose of this council is to work with elected officials to improve the quality of life in communities within the council boundaries. The board and stakeholder identify community concerns and work with elected officials and city agents to address the issues and develop solutions.

### Eligibility Requirements

To be eligible to serve on the board, the applicant must be a stakeholder. A stakeholder is defined as a person that lives, works, attends church or school, owns a business or property within the Neighborhood Council boundaries. Applicants must be at least sixteen years of age. The geographic boundaries are as follows:

- **Northern:** Jefferson Blvd at Culver City boundary east to Rodeo Rd; Rodeo Rd east to Chesapeake; Chesapeake south to Coliseum; Coliseum east to Crenshaw; Crenshaw north to Rodeo Rd., Rodeo Rd. east to Arlington Ave
- **Southern:** Vernon Ave (south side of street) to Crenshaw; Crenshaw north to Stocker St.; Stocker St. west to La Brea; the city border west at La Brea to Jefferson Blvd
- **Western:** Culver City eastern border at Jefferson Blvd to La Brea
- **Eastern:** Arlington (west side of street) between Rodeo Rd. and Vernon Ave.

Applicants seeking to fill an area representative vacancy on the board must live, work, attend church or school, own a business or property within the respective area boundaries or affirm a factual basis for it:

**Area 1:** La Brea on the West - Crenshaw on the east - Coliseum on the North to Chesapeake to Rodeo Rd. - Santo Tomas to the South

**Area 2:** Jefferson Blvd at Culver City Line on the West - La Brea on the east - Santo Tomas on the East - Stocker to the South.

**Area 3:** Crenshaw on the West - Arlington on the East - Rodeo Rd. on the North - Vernon Ave. on the South.

## **Qualifications and Roles:**

### **Area Representative/At-Large Members**

Shall be responsible for identifying and monitoring issues and serving as the liaison to and for stakeholders, groups, and organizations in their respective geographic area

### **Treasurer**

Must meet the stakeholder requirements listed above and have professional work experience in accounting, finance and budget development. The Treasurer shall be responsible for: overseeing, custody and control of the fiscal recordkeeping for the council funds and assets; establishing and maintaining a system of bookkeeping and accounting for the Council as prescribed by DONE and in accordance with Generally Accepted Accounting Principles (GAAP) and conforms to all applicable Local, State, or Federal laws; being a required signatory on all funding matters; establishing a system of accounting and distribution of petty cash; communication with the city accounting services, vendors and recipients of community improvement or event funding; preparing and submission of all demand warrants to the city along with required documentation; purchasing and control of the credit card issued by the city; reconciliation of all expenditures against the approved annual budget and city fiscal records; and satisfactory compliance with city quarterly auditing requirements. The Treasurer may request authorization from the Governing Body to retain professional assistance in creating bookkeeping and accounting systems. The Treasurer shall make a report to the Governing Body on the NDC finances at every regular meeting of the Governing Body.

### **Corresponding Secretary**

The Corresponding Secretary must meet the stakeholder requirements listed above, have strong writing and computer word processing skills. The secretary shall be responsible for or overseeing: preparing and transmitting the official correspondence of the Council; preparing and distributing the agenda for each meeting of the Executive Body, Governing Body, and general membership meetings; and communicating with the public including, but not limited to the distribution of meeting notices and posting appropriate documents on the website.

### **Application and Selection Process**

Notice will be given of any board vacancies and applications distributed throughout the community. It is recommended that persons interested in serving on the board attend the board meeting to become familiar with the role and expectations of board membership. Anyone interested in serving on the board as the Treasure, an at-large member or to fill a vacancy on the board must submit a completed application and proof of eligibility (driver's license, utility bill, trust deed; letter from qualifying community or faith-based organization). An ad-hoc nomination and membership committee consisting of at least 2 board members will review all applications for completeness, ensure the candidate meets the geographic requirements and conduct an informal interview with each applicant. Applications will be evaluated based upon the skill and/or resource needs of the board. The applicants will be asked to attend the general and board meeting prior to action by the board on the nomination. The committee will present its recommendations and a slate for the full board action.

### **Meeting Schedule**

The ECWANDC meets the first Saturday of the month, 9:30 – 11:30 am and the third Monday of every month, 6:00 – 8:00 pm. Committees may meet for additional hours on the same or other days.

**EMPOWERMENT CONGRESS WEST AREA NEIGHBORHOOD  
DEVELOPMENT COUNCIL  
APPLICATION FOR BOARD MEMBERSHIP**

**NAME:**

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**ADDRESS:**

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**PHONE NUMBER:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**POSITION:**

- |                                    |  |  |
|------------------------------------|--|--|
| <input type="checkbox"/> Area Rep  | <input type="checkbox"/> Youth (16 – 24 years) | <input type="checkbox"/> At-large board membership |
| <input type="checkbox"/> Treasurer |  | <input type="checkbox"/> Corresponding Secretary   |

**ELIGIBILITY CRITERIA:**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Live in the NC Boundaries | <input type="checkbox"/> Work in Area: | <input type="checkbox"/> Own Business/Property |
| <input type="checkbox"/> Attend Church             | <input type="checkbox"/> Other         |  |

If eligible based on work, business, church affiliation or other, please provide the following information along with a letter from the organization verifying your association

Name of Company/Church/Interest:

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Address:

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Phone #: \_\_\_\_\_

Number of Years lived/worked in area: \_\_\_\_\_

**Please provide a brief statement why you want to serve on the neighborhood council board**

**What skills or contribution do you hope to offer to the work of the neighborhood council?**

I hereby affirm I live, work, worship, attend school, or own a financial interest in a business/property in the ECWANDC area and/or a factual basis for it under penalty of perjury.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_