



The Idlewood Community Association is proud to hold its first election Beginning January 1, 2023, through January 20, 2023, for the following positions:

President  
Vice President  
Treasurer

Secretary  
Deputy Secretary

Each position is an elected position that serves a 4-year term period with no limit on the number of terms for a single person. All elected individuals begin their term of service on February 1, 2023. All qualified and interested parties must complete and submit the [ICA Candidate Application Form](#) by December 25, 2023, 5:00 pm EST. In order to become a candidate for a position above, interested parties must meet the following qualifications:

- 1 year as a resident with principal residence held in the Idlewood community
- Qualified voter in the City of Baltimore
- Minimum education – High School Diploma

All candidates shall have no debts, liabilities, active criminal or civil legal suits, pending or active debarments with the US Government, State of Maryland, or City of Baltimore for what would be considered a conflict of interest, prohibit, influence, or restrict the operation of ICA as a non-profit organization, which is chartered with the State of Maryland Department of Assessments and Taxation as a not for profit, non-stock corporation, and as a registered non-profit 501(c)3 in good standing with the US Internal Revenue service.

### ***President & Vice President***

The President/Vice President of the Idlewood Community Association (ICA) is the Head Representative, Planner, and Manager of Administration of the community organization. The [Vice] President orchestrates projects, advocates for community issues and improvement with local and state political officials, and represents the community at large. As [Vice] President, the elected individual will manage all aspects of ICA while pursuing the primary mission of enhancing the Idlewood experience. The facets of Infrastructure, safety, sanitation, business, polity, and community all are the responsibility of the [Vice] President, and must be maintained to the best standard(s) possible for the Idlewood community.

In order to effectively perform the duties of this position, the [Vice] President will:

- Establish credibility with key internal decision-makers, external stakeholders and influencers who are integral to the success of Idlewood;
- Facilitate overall strategic planning, activities, and, in general, the successful growth of the organization, per objectives;
- Track progress of large- and small-scale projects, across multiple committees established by the organization;
- Implement a solid plan to identify, develop, and resolve community issues that sustain the physical condition, community member unity, presence in the Northeast District, and the City of Baltimore;
- Build and lead a high-performing executive board team that includes Treasurer, Secretary, Deputy Secretary, Director of Events and Engagement, Committee Chairs, Grants Manager, and other positions as determined necessary;
- Manage and realign fiscal budgets to support grants, projects, financial growth, and expenditure accountability;
- Serve in a strategic, senior public-facing role to maintain the community and improve Idlewood among local businesses, government offices and officials, neighboring communities, and other public organizations;

The Idlewood Community Association, Inc. is a proud community organization of the City of Baltimore and registered 501(c)3 charitable nonprofit

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- Spearhead and participate in community planning activities, e.g., monthly community meetings, City planning meetings, public hearings, and opportunity collaboration sessions; and
- Pursue new community initiatives and opportunities to increase community unity and participation in ICA.

Candidates for this position should have the following skills and capabilities:

- Knowledge of operating a non-profit, general business, and/or fiscal processes;
- Knowledge of strategic business planning, goal-setting, or metrics-driven process management experience;
- Outstanding teambuilding, leadership and talent management skills;
- Ability to assess, (re)organize, coach, develop, motivate, track/measure and grow a team;
- Self-starter, self-motivated, independent, and resourceful;
- Experience in continually improving upon successful pursuit and strategies, processes, best practices; and aligning resources to generate desired results; and
- Excellent communication, organizational, and presentation skills (verbal and written).

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## *Treasurer*

The Treasurer is ICA's primary fiscal officer and fiduciary to the community. The Treasurer focuses on the financial standing of the organization. Budgeting, fiscal management, financial analysis, and procurement are administrative actions the elected individual will manage. The Treasurer will lead the charge in maintaining the operating budget for the community and may do so by recommending subordinate administrators to assist with fiscal responsibilities.

In order to effectively perform the duties of this position, the Treasurer will:

- Oversee accounting, general ledger of community member contributions, and operations functions, ensuring that systems are in place to guarantee timeliness, accuracy, and compliance with funding obligations;
- Lead yearly fiscal planning through hands-on leadership, monitoring, and overall budget development and management;
- Manage and realign fiscal budgets to support grants, projects, financial growth, and expenditure accountability;
- Set reasonable financial goals, objectives for large- and small-scale projects, and plans for sustaining and increasing organization revenues;
- Assist with propositions/proposals; grants, and projects that consistently meets financial commitments.
- Compile and analyzes budget data for reviews, reporting, and requests that are required by the President, stakeholders, and grantors;
- Develop profitable and compelling value by demonstrating fiscal accountability and responsibility to community members in meetings and through requests for information;
- Participate in monthly community meetings, City planning meetings, public hearings, and opportunity collaboration sessions; and
- Actively participates in identifying/addressing organizational needs, priorities, and concerns.

Candidates for this position should have the following skills and capabilities:

- Knowledge of strategic business planning, accounting, data analysis, and management experience;
- Understanding of generally accepted accounting principles (GAAP), and fiduciary role responsibilities;
- Self-starter, self-motivated, independent, and resourceful;
- Knowledge of non-profit operations;
- Ability to build relationships with banks, donors, vendors, outside consultants and others as needed;
- Experience in procurement and public financial administration; and
- Knowledge of economics analysis, business intelligence, collateral creation, and budget management.

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## Secretary & Deputy Secretary

The Secretary/Deputy Secretary is the manager of administrative and technical functions of ICA. This individual should be comfortable with ambiguity, wearing multiple 'hats', being hands-on where needed; a skilled mentor, thought leader and collaborative team player. The [Deputy] Secretary manages general administration, office organization, social, media, and marketing campaigns for the organization. The [Deputy] Secretary will command all efforts that ensure diligence, responsiveness, and high-level organization for ICA's business practices.

In order to effectively perform the duties of this position, the [Deputy] Secretary will:

- Develop, post, and maintain the organization's social media, email, and messaging accounts;
- Lead creation, publishing, and distribution of general publications, marketing materials, notices, and community newsletters;
- Communicate regularly and effectively with internal and external stakeholders regarding inquiries, messaging, and complaints;
- Develop marketing strategy, community outreach plans to encourage and increase community member participation;
- Track progress of community projects, schedule, and organize executive board and general meetings; draft and post community meeting notes;
- Participate in monthly community meetings, City planning meetings, public hearings, and opportunity collaboration sessions;
- Lead and/or assist board members on community activities and events;
- Serve as the organization's digital point of entry for inquiries, information, and public announcements; and
- Actively participates in identifying/addressing organizational needs, priorities, and concerns.

Candidates for this position should have the following skills and capabilities:

- Knowledge of brand and marketing planning, promotions, and trends;
- Experience in developing and managing social media platforms, Instagram, Twitter, Facebook, websites, and other video/photo media;
- Excellent organizational skills, attention to detail, accuracy, grammar, diction, and spelling;
- Proficiency of computer operating software and systems, such as Google, MS word, Excel, PowerPoint, virtual meeting platforms, Adobe Suite;
- Some knowledge of business management and public administration; and
- Self-starter, self-motivated, independent, and resourceful.