



**REDWOOD  
HEIGHTS**  
ASSOCIATION



# JOIN THE BOARD

**“BRINGING PEOPLE  
TOGETHER” TO  
STRENGTHEN OUR  
OAKLAND  
COMMUNITIES**

We Need You—Join Our Team Today!  
Together, We Can Do More!

Our Mission: We are a nonprofit, all-volunteer, organization enhancing the well-being of Oakland residents through local events and neighborhood initiatives that foster connection, inclusivity, and a strong sense of community.

**CONTACT US**

[www.rhaoakland.org/contact](http://www.rhaoakland.org/contact)



## WHY JOIN?

Serving on the board connects you directly with people and projects that shape our local community. Board members help organize events, strengthen neighborhood connections, and make it easier for residents to get involved and support one another.

## SKILLS WE VALUE

We especially value experience with organizing community events, fundraising, and communications/marketing. We also welcome a variety of talents and perspectives that can strengthen and enhance RHA's existing projects and events, helping us do what we do even better.

## RESPONSIBILITIES OF THE BOARD OF DIRECTORS

The Board as a whole is responsible for:

- Upholding and advancing RHA's mission and values
- Strategic and organizational planning
- Ensuring sound financial oversight and resource management
- Approving and monitoring programs, events, and initiatives
- Enhancing the organization's visibility and public image
- Assessing board member participation
- Ensuring legal compliance

## RESPONSIBILITIES OF INDIVIDUAL BOARD MEMBERS

The RHA Board of Directors is a working board. As an individual board member, you are expected to:

- Understand RHA's mission, policies, and programs and serve as an informed, engaged advocate for the organization.
- Prepare for, attend, and actively participate in board meetings and discussions.
  - Meetings are held on the first Wednesday of each month, from 7:00 to 9:00 PM (typically at the Redwood Heights Recreation Center, with approximately 20% held via Zoom).
  - The Annual Meeting is held in October and is open to the public; all board members are strongly encouraged to attend and participate.
- Actively participate in a minimum of two RHA events per year to show support and stay connected to the community.
- Support fundraising efforts and contribute to a culture of collaboration and shared responsibility.
- Helping identify and secure resources and partnerships.
- Making a personally meaningful financial contribution to RHA.
- Promote RHA in the broader Oakland community and serve as an ambassador for its mission and work.
- Respond to board-related emails within 72 hours, even if only to acknowledge receipt and/or indicate when you will be able to provide a complete response.

## RESPONSIBILITIES OF COMMITTEE MEMBERS

- Committee members play an important role in supporting RHA's work. As a committee member, you are expected to:
- Attend at least one RHA board meeting every six months to stay informed.
- Participate actively in committee meetings and planning.
- Take responsibility for tasks or projects assigned by the committee chair.
- Communicate promptly and work collaboratively with other volunteers and Board Members.
- Provide a brief quarterly recap of your committee's activities to the board, either in person at a meeting or by email.