



Neighborhood Association Board Member Essentials


WHAT DOES IT MEAN TO SERVE ON A NEIGHBORHOOD ASSOCIATION BOARD?

Board members help with the administration and oversight of the neighborhood association

Duties include...




Meeting attendance

Policy, priority, goal setting 



Event and project planning

Committee participation
(Finance, Events, etc.) 



Volunteer recruitment

Record keeping 



Community outreach

Financial oversight 

SUCCESSFUL BOARDS...

- Have a strong, dedicated members
- Members know and carry out their roles
- Recruit new people to join or run for Board positions
- Know how to deal with conflict and member inactivity
- Provide member training and ways to develop skills
- Create strategic plans
- Thank and reward volunteers and members
- Keep good records
- Understand and follow laws and standards



NECN provides trainings and resources that may benefit your Neighborhood Association. Contact us to find out what we can do for you 503.388.5004



Neighborhood Associations: Introduction & Tips

WHAT IS A NEIGHBORHOOD ASSOCIATION?

A group of residents, business owners, property owners, renters, volunteers, and others invested in a geographically defined area (neighborhood). They come together in the interest of the neighborhood, to build community, network, share information, get involved with local government, and more.

WHAT DOES A NEIGHBORHOOD ASSOCIATION DO?

Your Neighborhood Association's activities should be based on member capacity, interests, and community needs.

HERE ARE SOME IDEAS:

Public Forum



Meetings
Special Issue Meetings
Workshops

Community Building



Social Events
Block Parties
Charitable Fundraising
Community Projects
Neighborhood Emergency Teams
Tree Planting
Beautification Projects

Information Sharing



Newsletters
Articles
Website
Social Media
Flyers

Civic Engagement



Land Use Reviews
Portland Code Changes
Land Use Notifications
Advocacy
Neighborhood Planning



TIPS FOR MEMBERS

- Attend meetings, come early
- Make meetings accessible to everyone
- Don't leave before the meeting is adjourned
- Don't overcommit yourself
- Cooperate
- Partake in Neighborhood Association activities
- Speak up if there's an issue
- Take time to celebrate successes and troubleshoot problems
- Greet newcomers and make them feel welcome
- Always ask people to join the Neighborhood Association
- Avoid side talk
- Focus on taking action
- Learn about the Neighborhood Association and your community



Neighborhood Association Officer Responsibilities

PRESIDENT/CHAIR



Facilitate meetings



Seek out and listen to all opinions



Know bylaws and parliamentary procedures



Delegate tasks (as appropriate)



Communicate timely and effectively



Work closely with board officers



Prepare agendas



Assist with long-range planning



Represent org at meetings and events

VICE PRESIDENT/CHAIR



Facilitates and directs in absence of chair



Work closely with and assists President



Represent org at meetings and events

SECRETARY



Record and manage meeting minutes



Report correspondence sent and received by NA



Assist with agenda: unfinished business



Keep updated lists of officers and members



Notify members of scheduled meetings



Meeting reminders and minutes online (Optional)

For minutes template, visit necoalition.org/neighborhood-associations

TREASURER



Pay approved bills



Report income and expenses at meetings



Submit written financial report



Maintain itemized account of receipts and disbursements



Submit records for annual audit



Keep close eye on budget and expenses



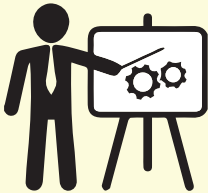
Meeting Pro Tips



TIME IS VALUABLE

Everyone is a volunteer - their time and resources are limited
Don't let meetings run overtime or over 1.5 hours

Before every meeting, always ask yourself:
Is this meeting necessary? Is this topic necessary?
How much time should this ideally take?



MEET TO ACT

Meetings should include opportunities to do something:
NEVER meet for the sake of meeting

Educational or informational items are useful - but too much focus
on education and no action results in different membership



PLAN CAREFULLY

REMAND people to come and why the meeting is important

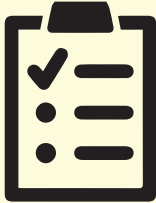
Make meetings accessible! For the next meeting, ask:
Will people still be at work? How easy is it to find the location?
Can those with disabilities get to the location? What about
members that need transportation? Can everyone understand
what is being said?

Delegate tasks beforehand: everything from making reports to greeting attendees

Personal invitations are important - don't just rely on mass emails or social media



Meeting Pro Tips Continued...



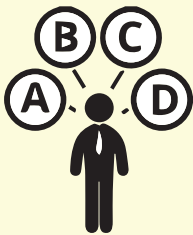
MEETING AGENDA

Ask members and residents for topics of discussion or action
Send meeting agendas at least a week before the meeting
Limit agenda to 4-5 items and place time limits on each item

Identify agenda items that will generate the most enthusiasm and place strategically

Provide time for open discussion at the end of the meeting for announcements or updates that are not central to the meeting

For an agenda template, visit necoalition.org/neighborhood-associations



HAVE ALTERNATIVES

Don't agree on an item? It is more effective to provide alternatives for members to respond to

BOTH majority and minority opinions have rights during conflict:
Minority should have their views heard and discussed
Majority can choose to end debate and move along to decision

If a small majority makes a major decision, take a moment to consider that it may not be the best decision

Compromise may be key to avoid fracturing membership: can be wise for the majority to say that unity is more important than winning a particular point



Basic Meeting Agenda Template

[Your Neighborhood Association] Agenda

[Date] [Time]

[Location]

- [Time] Call to Order
- [Time] Introductions
- [Time] Greetings from Neighborhood Association Chair/President (Optional: may include opening remarks, welcome, welcome to special guests, etc.)
- [Time] Approval of minutes
- [Time] Communications not requiring action: notices, announcements, etc.
- [Time] Officer reports: Treasurer, Social Chair, Land Use Chair, etc.
[Name of speaker/Role]
- [Time] Old business: business unfinished at close of last meeting
[Name of speaker, affiliation]
- [Time] New business: motions, actions, discussion, etc.
[Name of speaker, affiliation]
- [Time] Programs (special speakers, etc.)
[Name of speaker, affiliation]
- [Time] **Chair/President summarizes major points & reviews actions/assignments**
Adjourn

Next Meeting: [Date] [Time] [Location]



Basic Meeting Minutes Template

[Your Neighborhood Association]
[Type of meeting: General, Board, Executive, etc.]
[Draft/Approved] Minutes
[Date] [Time] [Location]

Meeting Attendees:

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Introductions and approval of [Last month] meeting minutes

Meeting comes to order at [time]. (If quorum is not met, record that it was not met)

List any amendments or edits.

Motion: [Name of individual] motions to approve minutes (with amendments, if any). [Name of individual] seconds. [Number of people] in favor. [Number of people] opposed. [Number of people] abstain. Motion [passes / fails].

Notices, Announcements, etc.

[Name of individual]: main points of announcement

Treasurer's Report (Name of treasurer)

Include only major points of discussion or decision. If a motion is made, include the original motion, the second, and the results.

Land Use Chair's Report (Name of Land Use Chair)

Include only major points of discussion or decision. If a motion is made, include the original motion, the second, and the results.

Other Officer Report (Name of officer)

Repeat as necessary

Title of discussion/presentation (Name of presenter, affiliation)

Include only major points of discussion or decision. If a motion is made, include the original motion, the second, and the results.

Meeting Adjournment

[Name of individual] motions to adjourn. [Name] seconds. **Meeting adjourns at [time]**

Minutes taken by [Name of record keeper, affiliation to Neighborhood Association]