

# Neighborhood Associations

**Purpose:** Neighborhood associations are voluntary organizations that empower residents to manage neighborhood conditions, advocate for their collective interests and issues, build relationships between neighbors, and provide local government officials with access to public input and opinion.

## Roles & Responsibilities:

- ◆ President or Chairperson: This person is responsible for the overall leadership of the association and has many responsibilities relating to meetings, committee and chair appointment, organizational maintenance, and public image.
- ◆ Vice President or Chairperson: This person assists the President or Chair. They serve in an advisory capacity to the President and also conduct meetings and duties of the President in their absence.
- ◆ Secretary: The Secretary handles correspondence and recording keeping. This includes business proceedings, officers, chairpersons, and members, bylaws and other procedural rules, and meeting minutes.
- ◆ Treasurer: The Treasurer is responsible for the association's funds including paying expenses, collecting and depositing funds, maintaining a financial accounting system, and collecting dues.
- ◆ Committee Chair: A Committee Chair is appointed by the President or Chairperson to lead a small group of members as they work on a specific issue or task. Responsibilities include identifying members to be on the committee, assigning roles, facilitating the work, and reporting to the larger group.
- ◆ Committee Member: This person is a member of the neighborhood association who agrees to volunteer additional time and effort to work on specific task or issue.
- ◆ Member: A general member is someone who participates in neighborhood association meetings or events (either regularly or irregularly)
- ◆ Resident: A resident is someone who lives in the neighborhood association boundaries but does not participate in or attend neighborhood meetings or events.

## Organization Structure:

