

March 2023

## **NEIGHBORHOOD CHAIR**

Chairs a local group

### **Job Description:**

- Plan and coordinate events within your branch neighborhood.
- Help coordinate rides to general meetings for neighborhood members
- Communicate with neighborhood members as needed or requested by Neighborhood Coordinator or Membership VP.

### **Responsibilities:**

- Keep an up-to-date list of the members of your neighborhood and their contact information.
- Contact the members of your neighborhood about upcoming general meetings, especially if they require reservations (rare).
- Try to coordinate rides for neighborhood members to in-person general meetings for if needed, with special attention to new members.
- Contact new neighborhood members and invite them to the general meetings, or arrange for another neighborhood member to do so or provide a ride.
- Plan occasional casual get-togethers for your neighborhood group. These can be in person (for example, at someone's home, in the park or at a café) or via Zoom. If you want to use the branch Zoom account, contact the Zoom Coordinator (our branch shares a single account).
- Holiday party:
  - Ask the members of your neighborhood group for their ideas about plans and timing for a holiday party or get-together. The parties generally happen in December or January.
  - By November 15, notify the editor of the Triad of the date and time of your party.
  - Plan and coordinate the party.
  - Take photos and send them to the Triad afterward.
- Welcome new members to your neighborhood group; the Neighborhood Coordinator will supply the names. Continue to extend hospitality to new members, as appropriate.
- A list of neighborhood members is in the Directory. Be sure new members are aware of the list.
- At the September Event, directories are given to members. Collect any undistributed directories for your neighborhood and deliver them to the member listed on the label.
- Occasionally (every year or two) coordinate refreshments for a general meeting. You'll be notified by the Neighborhood Coordinator or Membership VP.
- Each neighborhood chooses its own chair. The current Chair reports the name to the Neighborhood Coordinator or Membership VP.

### **Deadlines:**

- By November 15, notify the editor of the Triad of the date and time of your party (if known).
- By July 1, provide the Neighborhood Coordinator or Membership VP with the name of your neighborhood's chair. This is for the fall publication of the Directory.