

March, 2023

NEIGHBORHOOD COORDINATOR
Coordinates all neighborhood groups

Job Description:

- Coordinate the branch Neighborhood program with the Board and the Neighborhood Chairs.
- Familiarity with email is helpful.

Responsibilities:

- Obtain the name of the Neighborhood Chairs for the current year.
If a Chair needs to be replaced, it is the responsibility of the Chair to find a replacement and report to you.
- Keep an up-to-date list of members by neighborhood.
- When a neighborhood list changes, tell the Directory Editor
- Meet with Neighborhood Chairs
 - In August, meet with the Neighborhood Chairs to discuss tasks and the basic format of the Neighborhood plan.
 - Give each Neighborhood Chair a copy of the job description and a list of members in their neighborhood. Ask that they update the list of members during the year as needed.
- New members:
 - The Membership VP or the Membership Treasurer will notify you of new members.
 - Assign new members to a neighborhood and notify Neighborhood Chair so they can contact the new member. Use the provided Neighborhood Map for deciding placement, although you will find that members and neighborhoods often have preferences that will override geography.
 - Welcome each new member via phone or email and give them the name of the Chair of their neighborhood. Make sure they receive a Directory from the Membership VP, year-to-date supplement (if any), and neighborhood list (also in the Directory).
- Events:
 - Remind Neighborhood Chairs of upcoming events.
 - Attend the September Event. When the copies of the Directory are distributed, collect the ones left unclaimed and distribute to Neighborhood Chairs.
 - Holiday party: Remind the Chairs that they will need to plan for a holiday party in December or January. They also need to notify the Triad of their plans by November 15.
- The President may request help from the Neighborhood Coordinator with specialized tasks such as finding members of the Nominating Committee or providing refreshments for general meetings.
- Maintain a notebook that includes your End of Year report and any other useful materials.

Deadlines

- After July 1: Coordinate with Membership VP, Membership Treasurer, and Directory Chair about the neighborhood listing for each branch member.
- 10 days before the general meetings: Contact Neighborhood Chairs to make calls or send emails, reminding members of the meetings, especially meetings that require reservations.
- Holiday party info should go to Triad by October 15th.
- Triad deadlines:
Remind Neighborhood Chairs of the November 15 deadline to list dates and locations of the Neighborhood Holiday Parties.

Member of: Program Planning Committee