



HOW TO RUN AN EFFECTIVE NEIGHBORHOOD ASSOCIATION

A successful neighborhood association is connected, honest, fosters trust, and works to get to know and care about one another. They work together for a thriving and healthy community. Volunteer leaders work together and share responsibilities; and the neighborhood supports projects and efforts so no one person bears all the responsibility.

- 1. CREATE A MISSION STATEMENT:** While it seems simple, creating a mission statement for the neighborhood association can unify and clarify the goals of the community. The mission statement should be on all agendas and on any communication materials. An example is: The mission of the ABC Neighborhood Association is to enhance the quality of life in the neighborhood by providing a forum for sharing information, connecting neighbors, promoting activities, and fostering civic involvement. We affirm our intent to build active consensus, broaden participation, act collectively, capitalize on opportunities, and manage problems.
- 2. SECURE OFFICERS, BLOCK CAPTAINS AND COMMITTEES:** An association must have officers (President, Vice-President, Secretary and Treasurer) whose responsibilities and terms are identified in the by-laws. Additionally, issues-driven committees or block captains (to go door-to-door) are also helpful.
- 3. CREATE & CONFIRM BY-LAWS:** By-laws are the terms of governance for a neighborhood. An example of by-laws are provided in the Neighborhood Toolkit on page 29.
- 4. SET REGULAR MEETINGS:** Depending on the size and participation of the neighborhood, meetings could be monthly or quarterly, ideally on the same day, time and location to ensure consistency. Plan for these meetings – be prompt, be professional, be courteous. Take your participation (and that of your neighbors) seriously.
- 5. DETERMINE COMMUNICATION & OUTREACH:** The best neighborhood associations have a thriving shared communication platform – whether on-line or through a printed newsletter. The more people that commit and use a communication platform, the better. See E-Connect and templates in this Neighborhood Toolkit for more information.
- 6. COLLECT DUES:** Funds will ensure that the neighborhood can tackle community projects, gatherings or events together to foster a more connected community. A range of \$25-\$75 annually with a sliding scale for seniors, students or renters as necessary.
- 7. HAVE FUN:** While neighborhood associations can mean work, they can also mean fun – potlucks, fundraisers, or shared yard sales are more meaningful in groups than solo. Try to foster a sense of connection and fun with your neighborhood. It matters!