

Little Forest Hills Neighborhood Association President – Job Description

Per the Bylaws, the President (or Co-Presidents):

- shall be the principle executive officer of the association and shall preside over
- all meetings,
- represent the Association on public occasions, and
- make such committee appointments from the membership as shall be deemed advisable for the effective conduct of the work of the Association.

In addition, the President is responsible for communicating with the neighborhood. This includes writing articles for the newsletter, and sending electronic messages (from the city, neighbors, and other sources).

The President is responsible for attending various meetings and functions on behalf of the Association. Examples are meeting with City Councilmembers, FTLOTL events, Ferguson Road Initiative, Citizen ACTION Meetings et. al.

The President shall prepare "agendas" for quarterly Board of Director meetings and General Meetings of the Association. Suggestions for agendas are accepted from Board members and neighbors.

The President is responsible for obtaining speakers/programs at each of the quarterly Association General Meetings and to facilitate those meetings.

Little Forest Hills Neighborhood Association Vice President/Membership Chair – Job Description

As an Officer/Board member for the association, the primary job duties are:

Maintain the database of members, maintain the outgoing email address database, facilitate the annual membership drive in January and attend to the welcome table at quarterly LFHNA meetings.

Job Duties

- maintain and increase membership in the Little Forest Hills Neighborhood Association.
- Collect membership forms and give funds collected, if any, to treasurer.
- Maintain database of current paid members.
- Maintain Google Groups
- Prepare Sign in Sheets for each meeting
- Set up welcome table using tents, pens, agendas, past newsletters, handouts, index cards, etc.
- Prepare envelopes for insertion into the January newsletter as well as batches as needed for the newcomer packet. Try to get help stuffing 900+ envelopes.
- Update membership forms each year with the new year on them and make sure that newsletter and website has that before January issue publication.
- Receive list of homes visited from newcomer committee in order to follow up for membership form.
- Maintain lfhmembership@gmail.com inbox to ensure all incoming requests and inquiries have been handled.
- At special events, membership might participate at an informational table.
- Confirm that all board members have paid their membership dues.
- If have an LFHNA meeting announcement sign, place at a prominent corner at least 2 days prior to quarterly meeting.

Google Groups

- Incoming -- verify resident lives in LFH and if new resident send the name to membership committee.
- If cannot verify LFH resident, deny the request.
- Add members when requests are sent to lfhmembership@gmail.com
- Make sure any new residents to LFH are on the list for newcomers

Newcomer Packet

- Ensure there are Google Group description strips and
- Membership forms with labeled envelopes

Little Forest Hills Neighborhood Association

Secretary – Job Description

As an Officer/Board member for the association, the primary job duties are:

- Keep the minutes of the meetings of the members and of the Board of Directors.
- Inspect the Bylaws on a regular basis; amend as necessary and as approved by the Board, or as required by law.
- On occasion, carry out various operational functions for the association.
- Be custodian of the association records as appointed and not limited to the meeting minutes.
- Meet with Board of Directors of the association on a regular basis to discuss neighborhood happenings, events, or other issues which may or may not require resolution.
- Make an effort to suggest and think 'outside the box' for the overall Improvement and best interest of the association.
- Volunteer as available - if help is needed for various activities with which the association has involvement.
- As an Officer/Board member it is suggested to be present and show support for the neighborhood and also to make observations for the good of the community.
- You need to be able to read, write, and communicate by email in an effective manner.
- Make decisions, work, and communicate with others in a constructive manner.
- Be familiar with various websites associated with the neighborhood.

Little Forest Hills Neighborhood Association Treasurer – Job Description

As an Officer/Board member for the association, the primary job duties are:

- Attend Board and General Meetings and report financial outlook
- Collect all monies, make out deposit slips, deliver deposits to bank.
- Go on-line to check bank transactions periodically and match to books
- Keep Quicken categories specific only to LFHNA current and update as changes are required
- Enter all incoming/outgoing checks & deposits into Quicken
- Run Quicken reports, print, and place in treasury journal prior to meetings
- Balance Quicken with our bank paper statements monthly
- Write checks as requested and run-down second signee to complete the process
- Deliver checks to intended recipient when necessary
- Write checks monthly for bills, fill out envelopes, drive to post office and mail
- Make copies of each written check or deposit and file in physical back-up files
- Receive incoming membership checks, list check #, \$\$ on the form, put in paper file & deliver to VP/Membership Chair.
- Communicate with Advertising Chair on all payments marked for newsletter ads.

Little Forest Hills Neighborhood Association Advertising Chair – Job Description

As a Committee Chair for the association, the primary job duties are:

- Keep a spreadsheet of all ads to be in newsletter for each quarter, and payments. Payments should be sent to Treasurer. Treasurer should communicate with Ad Chair on all payments for ads that are submitted.
- Call or email advertisers and let them know their ad is expiring or a payment is due.
- Respond to inquiries with the advertising process; i.e, instructions on who to send and copy to, and where to send the payment
- Prepare and send invoices when necessary.
- Prior to newsletter deadline, send the Newsletter Editor a list of all ads for that issue.
- Check each newsletter to be sure that the ads are included and correct. If an ad is skipped, call or email the advertiser and let them know. Make sure the ad appears in the next newsletter.
- Share published advertiser's addresses when necessary, with Susan Remele for newsletter mailouts
- Solicit potential customers for future newsletters.
- Attend quarterly Board meetings and general meetings.
- Generate articles for the newsletter, as required

Little Forest Hills Neighborhood Association Arboretum Liaison – Job Description

As a Committee Chair for the association, the primary job duties are:

- Attend occasional meetings at the Arboretum held by Mary Brinegar -- in the Camp House. Normally they do not have meetings unless they want a zoning change or have something new going on they want to get info out to the neighborhoods. Meetings are usually held four times a year.
- Write an article for LFH newsletter about what is going on at the Arboretum, such as Dallas Blooms, Thursday night concerts, and other events.
- Act as a liaison between the LFH neighborhood and the Arboretum.
- Attend zoning meetings when they are applicable to the Arboretum and report to the neighborhood either via the LFHNA newsletter or through the President on the Google group.
- Attend LFHNA Board meetings and General Meetings (held quarterly) and report on all Arboretum activities.

Little Forest Hills Neighborhood Association

Casa Linda Park Chair – Job Description

As a Committee Chair for the association, the primary job duties are:

- Oversee and help with all Casa Linda Park (CLP) improvements and future development such as jogging path around and through entire park, upgrading worn out playground equipment; a new pavilion, beautification (flowers, trees, etc.), trash cans, benches, water fountains, maintenance of tennis courts ,softball diamond, basketball court. and replenishing doggie bags at the two posted stations.
- Work with the City of Dallas Park Department for any and all improvements.
- A CLP Master Plan was filed with the City of Dallas and is available online from our LFH website. Three neighborhood associations worked together to create this plan: LFH, Casa Linda Estates Neighborhood Assoc. and Casa Linda Forest Neighborhood Assoc. Some of the plans have been implemented (water fountain near Old Gate, new and improvement basketball court, new and improved softball diamond,25 Crepe Myrtle trees planted near Old Gate with drip irrigation Installed).
- Funds can be raised for a specific project as well as asking the LFH neighborhood association to donate money.
- In the past, if a project cost \$2,500, we would need to raise 50% that amount (\$1,250) and the City of Dallas Park Dept. would provide the other 50%
- We can work with Casa Linda Estates Neighborhood Association on projects or we can work alone (and they can do the same).

Little Forest Hills Neighborhood Association Crime Watch Chair – Job Description

As a Committee Chair for the association, the primary job duties are:

Like any volunteer position, it can be as little or as much as you decide to make it. The basic responsibility is to report the crime in LFH so that neighbors can be aware of what's going on, and, in turn, will be on the lookout to protect themselves and their neighbors. We all can play a significant role in keeping LFH safe and keeping the bad guys out.

- Report crime stats each week, or as appropriate, by posting to the Google Group and updating the LFH Hotline.
- Review online via DPO Public Access website
- Or, get info from weekly report sent by DPD
- Act as liaison between DPO and LFH when neighbors have questions, complaints, concerns.
- Coordinate annual National Night Out event with CLENA in October
- Additional optional meetings
- Quarterly Crime Summit meetings (hosted by OPD)

Monthly White Rock Citizen ACTION meetings hosted by Daniel Ryan/Assistant City Attorney (I personally don't find these very helpful because of the significant crime issues that other White Rock Hills' neighborhoods (Ferguson Rd to 1-30) experience. They are dealing with very serious crime that, fortunately, we're not, so most of these meetings are spent talking about their concerns.)

Becoming a V.I.P. (Volunteer In Patrol) is not required but highly suggested for this position.

Little Forest Hills Neighborhood Association White Rock East Garden Tour Chair – Job Description

As a Committee Chair for the association, the primary job duties are:

Purpose:

- Foster & promote interaction with LFH neighboring associations.
- Provide a fund raising activity that benefits all the involved associations.
- Promote the uniqueness of LFH to as wide an audience as possible.

Schedule: Garden Tours take place the 3rd Sunday in May each year.

- Begin to organize associations the later part of January.
- General organizational meetings every couple of weeks, increasing as date approaches. Subcommittees report progress.
- Subcommittees meet as required.
- Chairman provides the majority of articles to the LFH newsletter and others.

Duties: Coordinate with the other associations and mutually develop subcommittees to perform the following activities as well as others as required.

- Solicit three homes/owners in each neighborhood for the tour.
- Find Garden Sponsors & Advertisers .
- Organize and supply plant sale.
- Find Raffle and/or other donors.
- Solicit artists and organize placement.
- Produce newsletter, publish & distribute.
- Organize day-of-the event volunteers.
- Produce and distribute volunteer gifts and follow up pot-luck

Little Forest Hills Neighborhood Association July 4th Parade & Picnic Chair – Job Description

As a Committee Chair for the association, the primary job duties are:

Responsible for facilitating the annual neighborhood July 4th Parade and Picnic

Also responsible for all parade communications with the neighborhood. This includes

- parade flyers,
- write articles for the newsletter,
- attend Board & General Meetings
- monitor expenses. Budget is usually \$1000.
- Obtain permits for the parade and Casa Linda Park.
- Secure the parade permit from the City's website: <http://www.dallaspecialevents.com/special-event/>
- download a permit or you can fill it out online. This must be done **45 days prior** to the event or you will be charged a late fee. Always keep the # under \$200 for costs. Submit the application with your check, map of the route, times, etc. (\$30 fee for the permit)
- You will have to hire police officers, at \$40 per hour (4 hour minimum). We need 2-4 officers.
- Must get a permit from the city to reserve the park. (\$110 permit fee).

Manager, Athletic and Reservations

Fair Park & Community Services

8100 Doran Circle, Dallas, TX 75238

214-670-8890 (Tel) - 214-670-8899 (Fax)

www.fairpark.org www.dallasparks.org

- Parade signs will need to be painted and distributed across the neighborhood. A template works great for painting (about 25 signs are needed).
- Advertising: contact as many local papers (Advocate), websites, etc. Provide pictures from previous parades and a short paragraph about the parade.
- The week of the parade, have flyers printed and distributed to the neighborhood about the parade, times, theme, etc. Flyers are given to the newsletter distribution committee for distribution. Approx. 1000 copies are required.
- Find someone to provide water, signs and swimming pools for the dogs. This person will need help getting the water to the park the day of the parade.
- Work with local sponsors to obtain watermelons, bottled water, etc. We use about 15 melons and 200-300 bottles of water.
- Giveaways can be purchased at local stores (Party City, etc.). We use 100 water guns and 100 awards for the kids (participation award).
- We need lots of ice the morning of the parade. (15+ bags).
- We need three crews of volunteers:
 - Set up at the park
 - Drinks and melons in plastic pools with ice
 - Put up banners and tents (as required)
 - Put out trash cans
 - Help set up doggie pools
 - Serving crew at the park
 - Cut melons in slices
 - Cut apple pies for serving
 - Have awards ready for kids when they arrive.
 - Clean up crew at the park
 - Pick up all trash.

Little Forest Hills Neighborhood Association Newcomer Committee Chair – Job Description

Newcomer deliveries are made quarterly; usually one or two weekends prior to the quarterly neighborhood association meetings.

Addresses of newcomers are requested from Mike Schmitt typically at the beginning of the month the delivery will take place. Mike needs to know a start and end date of the time requested in order to put the dates in his MLS system.

After a list of newcomers is known, a request is sent to the committee members by email asking them two things:

1. who can bake cookies, and
2. who can help deliver the cookies.

Typically, each person is asked to bake 3 dozen cookies and place them in plastic baggies.

Delivery typically occurs the weekend prior to the quarterly association meetings; however, depending on schedules and time of year, it can be scheduled during the week (prior to quarterly meetings) or in the evenings.

Newcomer packets (folders with pockets and 3 ring binders) are assembled each year whenever it is most convenient to meet. Prior to meeting, packet info would be collected, copied, or created. Committee Chair would need to purchase enough folders and labels (if used) ahead of time.

After delivery, an article is written and submitted to the Newsletter Editor. The info to include would be: list of bakers, how many deliveries were made, and any other relevant information.