



CHAIRPERSON ORIENTATION GUIDE

Welcome to Salem's Neighborhood Associations and thank you for taking a leadership role in your community. As the NAs are governed by Salem Revised Code Ch. 64, certain tasks are required to maintain the NA's City-recognized status. In addition, the City provides, as a grant, the Neighborhood Services Staff to assist each NA in accomplishing its goals. Below is a list of the information needed by the Neighborhood Services Staff to maintain your City-recognized status and assist you throughout your time as an NA Chair.

ORIENTATION TO NEIGHBORHOOD ASSOCIATIONS

- Review the Board Member Guide* that includes neighborhood demographics, brief background information for each NA, Salem Revised Code governing the NAs, and other important information.
- Ask your NA's outgoing Chair for their copy of the Board Transition Plan, this will help you get a good start on the ins and outs of your Neighborhood Association.

MEETING AGENDAS

- Due to be submitted to Neighborhood Services Staff Assistant by noon on Monday of the week prior to the NA meeting. NS Staff Assistant will send a reminder email 1 week before the due date.
- When developing the agenda, please remember to schedule for reports from police, code compliance, and parole & probation officers. To find out when you can expect an officer at your meeting, contact Irma Dowd, Neighborhood Services Coordinator.
- Visit the Board Members Resource Page on the City's website to view a Prezi presentation on creating agendas & minutes. *

MEETING MINUTES

- Meeting minutes from the previous month are due to be submitted to NS along with the agenda of the current month, as stated above under Meeting Agendas.
- Remember to record the date, name of the association, officers' name, and number of attendees (excluding City Staff, City Councilors, or other presenters).
- Visit the Board Members Resource Page on the City's website for a Minutes Template. *

NA EMAIL LIST

- The City maintains an email list for neighbors to self-subscribe to receive agendas and minutes for NA meetings. Agendas are emailed to those on this list the Thursday prior to your meeting. After subscribing, a confirmation email is sent to the address with a link to click on to confirm the subscription. Please refer neighbors to the website to subscribe or the NA can request copies of our bookmark from NS that can be given out to advertise the website and how to be added to the email list.



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ANNUAL MEETING & ANNUAL REVIEW

- Set Annual Meeting date & inform NS Coordinator of date within 3 months prior to meeting.
- Consult NA By-laws to determine when meeting is held each year.
- The Annual Review Form* are required to meet the guidelines listed in SRC Chapter 64 to be a City-recognized Neighborhood Association. The form must be submitted to NS within 60 days after the Annual Meeting date.
- Elections of board members are held during the Annual Meeting.
- After board & officer elections have been held, complete the Board Member Roster Update form* (also included in your Board Transition Plan packet attached) and submit it to NS Coordinator, Irma Dowd.
- The meeting must be well publicized and “Annual Meeting” must be indicated on the agenda.

COMMUNICATION FUNDS

- The City provides each NA with a grant each year for outreach & communication efforts, as funds allow. Currently, this amount is \$500 but it must be earned to be available.
- See the Communication Funds sheet for information on how to earn the funds. Each NA has its own Communication Funds Tracking Worksheet that details available funds.
- The City’s Fiscal Year is July 1st – June 30th. Any funds remaining after June 30th will be rolled over into the next fiscal year.
- A copy of the minutes recording a motion and approval of any expenditure is required to receive reimbursements or for the City to pay an invoice.
- To submit a claim for reimbursement or to submit an invoice to be paid, please submit the reimbursement form, and the required documents listed on the form, to NS Coordinator. The NS Staff can provide you with this form at your request.

WEBSITE

- If your NA has a website hosted by Yahoo or a Domain Service the City automatically renews the web hosting and pays the invoice each year unless the NA has previously notified the City to not renew. This fee will be deducted and shown on the NA’s Communication Funds Spreadsheet.
- If the User Name, Password, or Security Questions change on the account, please notify Irma Dowd, Neighborhood Services Coordinator of the changes, as she will need to access the account for invoices and updating credit card payment information.
- A website is not a requirement for NAs. Please inform the NS Coordinator if you’d like to cancel the website service for your NA. Meeting minutes recording the motion to cancel or renew the membership will be required.



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- Each NA has a City hosted webpage included in the City's website. Here you will find past and current meeting minutes and agendas along with the NA's bylaws.

MEETING FACILITIES

- If your NA meets in a school facility, you will need to reapply each year to secure your annual contract and a fee will be charged. Please notify your NS Coordinator if there are any changes to your meetings.

CHAIRS MEETINGS

- Four times each year, the City hosts a meeting for all NA Chairpersons to connect with other NA Chairs and to get essential updates from City departments. Please plan on attending. These meetings are held at Pringle Community Hall on the 4th Thursday in January, April, June, and September from 5:30 – 7:00 p.m. A meeting agenda and invitation will be e-mailed beforehand.
- If you are unable to attend a meeting, you have the option to ask one board member to be a volunteer substitute in your place.

CITY CORRESPONDANCE

- When the NA writes a letter to provide input to a City Councilor, the Planning Division, Planning Commissioner, or other City Departments, copy the NS Staff on the email if you would like the letter to be a part of the NA's permanent file.
- For clarity, if comments/testimony, regarding a project, are being submitted to the City by the NA Board or through an NA Committee on behalf of the NA, please use the official NA letterhead and state that the submission is on behalf of the NA. If the board has voted to submit, please reference that vote in the submitted comments/testimony.

OTHER RESOURCES

- The Board Members Resource Page on the City's website offers many tutorials and resources, including:
 - Land Use Video Tutorials/Informational Videos
 - Hearings Officer Meeting Guides
 - Who To Call List
 - Board Transition Plan
 - And valuable links
 - Board Member Guide
- The Library offers a kit, free for check-out, on parliamentary procedure. The kit includes a one-hour tutorial DVD from Robert's Rules Made Simple and the book *Robert's Rules of Order Newly Revised*. And available to borrow from your NS Coordinator Irma Coleman.



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ATTACHMENTS INCLUDED:

- 1) Attendance template*
- 2) Meeting Minutes template*
- 3) Board Member Guide*
- 4) Board Transition Plan*
- 5) Maturity Model
- 6) Keep Salem Beautiful*
- 7) Communication Funds breakdown
- 8) Communication Funds Tracking Worksheet

Questions?

For further information or resources, contact Irma Coleman, Neighborhood Program Coordinator at 503-540-2303 or icoleman@cityofsalem.net

* Denotes that the resource listed can be found on the Board Members Resource Page on the City's Website: <http://www.cityofsalem.net/Pages/neighborhood-association-board-resources.aspx>