



CITY OF SALEM'S NEIGHBORHOOD ASSOCIATION BOARD TRANSITION PLAN

PURPOSE

This document can be completed as a resource to identify key NA operations and partners. It can be used to share with current board members, train new board members, and to provide a smooth and consistent transition when a new chairperson is elected.

HOW TO COMPLETE

This document should be divided among board members to collect information and complete each section. It is recommended that this resource be updated yearly to maintain its effectiveness.

SHARING & STORING

It is important to share this information with relevant members of the board so those members could easily train a new chairperson or assist with neighborhood projects. This resource can be shared with board members by email or on a listserv (like Google or Yahoo). As well, sharing the document with the City's Neighborhood Services Coordinator will ensure access for future board members and to help continue great communication between board members and the City.

NOTE

This document can also be useful in helping to establish your neighborhood association's annual goals. Taking an inventory of current partners, volunteers and communication strategies can reveal ways in which your association can grow and thrive in the future.



BOARD MEMBER ROSTER UPDATE

An updated roster is required to be submitted annually to the City of Salem’s Neighborhood Program Coordinator. It is also a useful tool for new board members who will need to communicate with other board or committee members.

First Name	Last Name	Position on Board	Committee Assignment	Email	Phone	Mailing Address	Term of Service

NEIGHBORHOOD ASSOCIATION PARTNERSHIPS

Partners can provide resources such as meeting & event locations, donations, loaning of equipment, and other services. List the organizations (businesses, non-profits, churches, clubs, schools, etc.) that partner with your NA and their role.

Name of Organization	Contact Person	Phone	Email	How They Partner

COMMUNICATIONS

List the media resources that the NA utilizes to inform neighbors of meetings and other events. Include newspapers, newsletters of partnering organizations, bulletin boards, radio stations, special event flyers, etc.

Media Outlet	Contact Person	Phone	Email	Purpose

NA SOCIAL MEDIA SITES/WEBSITE

List all of the social media sites (Facebook, Twitter, Instagram, Google, etc.) used by the NA and any additional instruction or information that may be needed for maintenance.

Social Media Site	User Name	Password	Other Information

VOLUNTEERS

List any volunteers, excluding NA board & committee members, who assist with resources, projects and events. Also include any organizations whose volunteers assist the NA.

Organization	Volunteer Name or Organization Contact	Phone	Email	Volunteer Role

EVENTS, PROJECTS, and FUNDRAISERS

List any events or projects that the NA coordinates on a regular/annual basis and identify any fundraising activities that occur throughout the year.

Event	Coordinator Name	Phone & Email	Date of Event	Other Information

NA MEETING DATE, TIME, & LOCATION

List the day each month that the NA meets (i.e. the third Tuesday) along with the time and location. List any other relevant information as well, such as meetings are held every odd month and explain how your meeting location is reserved, along with contact information if relevant.

Date	Time	Location	Contact Information	Other Information

Notes:

Questions?

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