



Volunteer Opportunities

Charles B. Aycock Neighborhood Association Inc.



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Volunteer Opportunities in Charles B. Aycock Neighborhood Association Inc.

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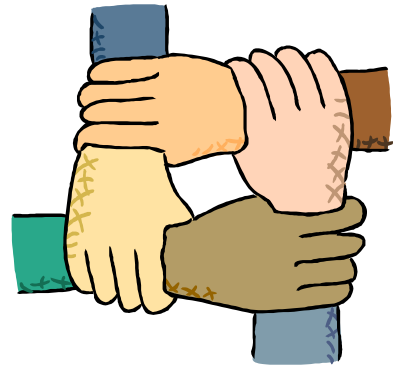
There is so much to do in Aycock, and folks sometimes think that things get done magically. But all our social events like National Night Out, Pecan Festival, and Luminarias, and our volunteer events such as Great American Cleanup and Clean Sweep Cleanup, take lots of time and effort by dedicated individuals. The day-to-day operation of the Neighborhood Association takes time and requires a myriad of officers and committee persons to keep things running smoothly.

This document describes the many volunteer opportunities available in **Charles B. Aycock Neighborhood Association Inc.** and the corresponding responsibilities that go along with the positions.

The descriptions will help current volunteers fulfill their tasks and those interested in volunteering understand what is expected.

The descriptions listed in this document continue to evolve to meet the goals of the Association. This document should be reviewed periodically and updated when needed.

For those of you willing to take on the challenges of a Board position, you will discover a *wealth of experiences and friendships* that come along with the position.



To volunteer, contact President@historicaycock.org

Directors (10 positions)

Actively participate in monthly Aycock Board/neighborhood meetings to represent the interests and concerns of Aycock neighborhood.

Responsibilities include:

- Attend monthly Board/neighborhood meetings
- Communicate ideas/concerns to other Board members
- Participate in Board discussions and voting
- Attend neighborhood social events throughout the year to meet neighbors and listen to their ideas and/or concerns
- Request Board pre-approval for expenses you incur for the Board or neighborhood
- Subscribe to the Aycock e-mail listserv to keep abreast with neighborhood discussions
- Attend the neighborhood-wide Aycock annual meeting in August



General understanding:

- The Charles B. Aycock Neighborhood Association maintains a 10-member Board, with each Director serving a 2-year term. Five (5) board members are elected every other year. There is no prohibition against reelection of a Director.
- Vacated Board positions are filled by the President, subject to the approval of the Board at the next Board/neighborhood meeting.
- The Board elects a President, Vice President, Treasurer, and Secretary each year. Officer positions are for a one-year term, as voted on by each incoming Board. There is no prohibition against reelection.
- The Past President is an ex-officio voting member of the Board for two years immediately following his/her presidency.
- Board/neighborhood meetings are the **last Monday before the last Wednesday of each month** unless otherwise posted. **Meetings begin at 6:30 p.m.** unless otherwise posted. **Locations vary.** (Please note that there is a joint meeting for November/December, which will be advertised in advance.)

Expectations of Directors:

- To attend at least 75% of board meetings (Absences should be excused absences. If you cannot attend on a regular basis, please offer your resignation so that another neighbor may join the Board.)
- To make a personal financial contribution each year at a level that is meaningful to you.
- To actively participate in one or more fundraising activities
- To act in the best interests of the organization and recuse yourself from discussions and votes where you have a conflict of interest
- To stay informed about what's going on in the organization; to ask questions and request information; to participate in and take responsibility for making decisions on issues, policies and other matters
- To work in good faith with other board members and City staff as partners toward achievement of our goals

Officers

President

Assume the principal leadership role in promoting the objectives of the Association. Refer to the Association Bylaws for a list of objectives.

- Consult with the Past President to obtain all records needed for the proper execution of your responsibilities.
- Appoint an Executive Committee and serve as the Chairperson of said committee.
- Appoint Counsel, when needed, to review documents, contracts, etc.
- Appoint chairpersons for all committees, including ad hoc committees, required to meet the needs of or achieve the goals of the Association.
- Oversee all committees and make sure they are performing their functions. Give direction to all committee chairpersons and communicate with them regularly to ensure that they are carrying out their assigned responsibilities. Replace any chairperson who is not meeting his/her responsibilities.
- Assist committee chairpersons with all available Association facilities and resources.
- Call all Board/neighborhood meetings. Formulate the agenda for each meeting and preside over each meeting. Hold meetings in conformity with Robert's Rules of Order or other agreed-upon rules.
- Keep the other Officers and the Board informed of all matters which may affect the Association.
- Maintain close contact with the other Officers of the Association and oversee the day-to-day operation of the Association.



Vice President

Perform the President's duties in the absence of the President.

- Consult with the prior Vice President to obtain all records needed for the proper execution of your responsibilities.
- Maintain close contact with the other Officers of the Association in the day-to-day operation of the Association.

Secretary

Keep the official records and correspondence of the Society in a timely, accurate, and complete manner.

- Consult with the prior Secretary to obtain all records and forms needed for the proper execution of your responsibilities.
- Attend all Board/neighborhood meetings and take and prepare minutes for distribution to the Board members. Minutes should include action items that various Board members have agreed to act on before the next Board/neighborhood meeting. Minutes should be distributed in a timely manner so that action items can be achieved by the next Board/neighborhood meeting.
- Work with the President in preparing the agenda for all Board/neighborhood meetings and notify Board members and homeowners of all Board/neighborhood meetings. Notice of meetings should be done in a timely manner.
- Conduct all correspondence not directly handled by the President. Forward copies of all correspondence to the President for archiving purposes.
- Help develop and produce such letterheads, forms, records, and systems (electronic or

- paper) needed to carry out your responsibilities.
- Maintain close contact with the other Officers of the Association in the day-to-day operation of the Association.

Treasurer

Keep an accurate and meaningful account of all moneys received and expended by the Society.

- Consult with the prior Treasurer to obtain all records and forms needed for the proper execution of your responsibilities.
- Make arrangements to execute new bank documents to replace the prior Treasurer's name with yours.
- Open, change or terminate banking, credit card and merchant accounts or similar relationships at the direction of the Board.
- Deposit all sums received by the Association in a bank approved by the Board and maintain the records of such receipts and deposits. Make or authorize all disbursements on behalf of the Association.
- Keep an account of all moneys received and expended for the use of the Association, following generally-accepted accounting principles.
- Prepare and submit all reports necessary on a timely basis to the Association's accountant for the filing of all required tax returns.
- Submit to the Board monthly financial statements and produce an annual financial statement at the end of the fiscal year.
- Report to the Board any material change in the financial condition of the Society at the first meeting following such change.
- Review, negotiate, and execute contracts if so directed by the Board.
- Deliver over to the Treasurer elect all books, moneys, and other property at the end of your term. In the absence of the Treasurer elect, deliver these items to the President. Cooperate in the execution of all financial authorization forms required in the transfer.
- Maintain close contact with the other Officers of the Association in the day-to-day operation of the Association.

Community Development Committee

Envision and implement projects to enhance the overall look of the community and to maintain its historic character. Committee leaders/members do not need to be Board members.

Responsibilities include:

- Regularly communicate Community Development Committee ideas to the Aycock Board for approval before implementation.
- Work with the City' Historic Preservation Planner to determine if a project can be funded through MSD funds.
- Pursue other sources, i.e. grants, if project cannot be funded through MSD funds.
- Submit a report to the Aycock Board at the monthly Board/neighborhood meeting.
- Request Board approval of any unanticipated Community Development Committee expense.
- Submit articles to the *Historic Aycock Neighborhood News* newsletter editor if desired.
- Subscribe to the Aycock e-mail listserv to keep abreast with neighborhood discussions.
- Attend the neighborhood-wide Aycock annual meeting in August.

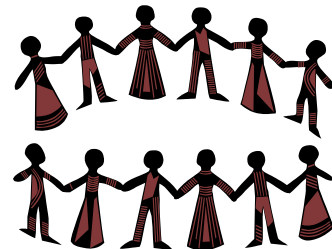


Community Watch Committee

Envision and implement activities toward a safe neighborhood atmosphere. Committee leaders/members do not need to be Board members.

Responsibilities include:

- Regularly communicate Neighborhood Watch Committee ideas to the Aycock Board for approval before implementation.
- Listen for and help neighbors report any crime-related concerns to our neighborhood e-mail list, to our Board, and to our neighborhood City Police Community Resource Officer.
- Submit a report to the Aycock Board at the monthly Board/neighborhood meeting.
- Request Board approval of any unanticipated Neighborhood Watch Committee expenses.
- Submit articles to the *Historic Aycock Neighborhood News* newsletter editor if desired.
- Subscribe to the Aycock e-mail listserv to keep abreast with neighborhood discussions.
- Attend the neighborhood-wide Aycock annual meeting in August.



Historic Preservation Committee

Keep track of Certificate of Appropriateness (COA) applications and review with the Board.

Responsibilities include:

- Join mailing list to receive Historic Preservation Committee (HPC) meeting notices. This can be done with Stefan-leih Geary or Mike Cowhig, who are the staff members for HPC.
- Compile pending Certificate of Appropriateness (COA) applications from HPC meeting notice
- Notify homeowners with pending COA applications of upcoming Board/neighborhood meeting and urge them to attend
- Review COA applications with Board members
- Ask for formal vote of Board members (for or against pending



applications)

- Attend HPC meeting and relay to HPC the Board's position on pending COA applications. If unable to attend, notify President and appoint another member of your Committee to do so. Consult HPC meeting notice for time and date of HPC meeting.
- Report back to the Board after the HPC meeting as to HPC rulings on the applications.

Newsletter

Editor for the *Historic Aycock Neighborhood News* Newsletter

Write, edit, and publish the newsletter 4 times a year or as directed by the Board.

Responsibilities include:

- At the beginning of the year, communicate with the neighborhood President and chairpersons of various committees to create a schedule for publication of the newsletter for the coming year.
- Insure timely publications and include neighborhood events whenever possible.
- Attend Board/neighborhood meetings regularly to gather neighborhood news.
- Collect news articles of interest to the neighborhood and assemble into a newsletter 4 times a year or as directed by the Board.
- Communicate with responsible parties to insure newsletter articles are accurate. Include neighborhood-specific news articles when available.
- Deliver a draft copy of the newsletter to the President for approval before publishing. Have the newsletter proofread by a capable person for corrections/improvements prior to publishing.
- E-mail newsletters to public officials such as Mayor, City Council representative, County Commissioner and Police and Fire Department, and to advertisers, contributors and any others parties significantly mentioned in the newsletter or helpful to our neighborhood association.
- Ask our neighborhood Webmaster to post a PDF copy of the newsletter to our neighborhood website. Notify LISTSERV participants when newsletter is published. Place printed copies in the Little Library so that anyone needing an extra copy can pick one up.
- Request Board approval of any unanticipated newsletter expenses and request reimbursement of approved expenses.
- Subscribe to the Aycock e-mail listserv to keep abreast with neighborhood discussions.
- Attend the neighborhood-wide Aycock annual meeting in August.

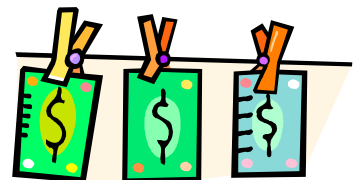


Newsletter Advertising Coordinator for the *Historic Aycock Neighborhood News* Newsletter

Facilitate and coordinate advertising and ad revenue for the *Historic Aycock Neighborhood News* newsletter.

Responsibilities include:

- Develop an advertising policy and have it approved by the Aycock Board of Directors.
- Solicit advertisements that meet the Aycock advertising policy.
- Collect advertising revenue.
- Deliver advertising revenue to the Aycock Treasurer
- Create camera-ready copy suitable for inserting in the newsletter and submit camera-ready copy to newsletter editor by the deadline for each issue.



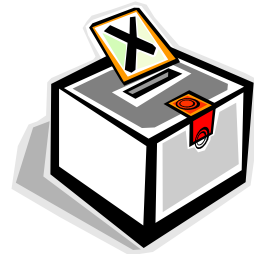
- Deliver copy of printed or e-mailed newsletters to all paid advertisers.
- Track advertising revenues vs. expenses and report those to the Aycock Board at next the regular Board/neighborhood meeting.
- Request Board approval for any unanticipated newsletter advertising expenses and request reimbursement of approved expenses.
- Subscribe to the Aycock e-mail listserv to keep abreast with neighborhood discussions.
- Attend the neighborhood-wide Aycock annual meeting in August.

Nominating Committee

Seek out and nominate potential candidates for new Board members.

Responsibilities include:

- The Chairperson of the Nominating Committee should be the immediate Past President. In the absence or inability of the Past President to chair this committee, the President should appoint a Chairperson from among the other Board members.
- All members of the Board should serve on the Nominating Committee.
- Solicit new board members through the neighborhood listserv.
- Submit a report to the Aycock Board at the monthly Board/neighborhood meeting before the annual meeting in August.
- Subscribe to the Aycock e-mail listserv to keep abreast with neighborhood discussions.
- Attend the neighborhood-wide Aycock annual meeting in August.



Social/Volunteer Events Committees

Envision and carry out neighborhood-wide social and volunteer events each year. There should be a separate committee for each social or volunteer event.

Responsibilities include:

- Set dates and times for your neighborhood social or volunteer event.
- Review the previous year's calendar of events as examples of future events.
- Confirm venue and date/time of your event with the President, Newsletter Editor, and Webmaster.
- Work with the Treasurer to determine how much, if any, funding is available for your event.
- Obtain street closing or other permits required by City if venue is held in a public place, such as Sternberger Park.
- Always plan for and advertise for rain, snow or other inclement weather if event is scheduled for outdoors.
- Submit reports to the Board at regular Board/neighborhood meetings.
- Request Board approval for any unanticipated expenses of your Social/Volunteer Event Committee.
- Submit articles to the *Historic Aycock Neighborhood News* newsletter editor if desired.
- Subscribe to the Aycock e-mail listserv to keep abreast with neighborhood discussions.
- Attend the neighborhood-wide Aycock annual meeting in August.



Technology

Webmaster

Maintain and update the official website of the Historic Aycock Neighborhood Association.

Responsibilities include:

- Update the www.historicaycock.org website throughout the year with changes to contact information, news, photos, events, and other information.
- Communicate with the incoming neighborhood President to set a calendar of events for the upcoming year.
- Post newsletters on the website when available.
- Post agendas and minutes on the website when available.
- Archive important documents on a special page accessible to Board members, when asked to do so by the President or other Officer.
- Post news articles and digital photos to the website when available.
- Design new web pages when needed and maintain existing web pages.
- Maintain Social Media (Facebook) page, and solicit help from others when needed.
- Request Board approval for any unanticipated website expenses and request reimbursement of approved expenses.
- Subscribe to the Aycock e-mail listserv to keep abreast with neighborhood discussions.
- Attend the neighborhood-wide Aycock annual meeting in August.

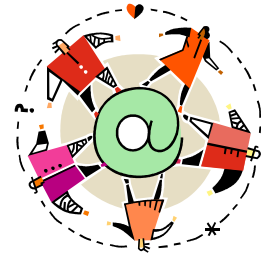


E-mail Listserv Coordinator

Routinely monitor and maintain the Aycock e-mail listserv.

Responsibilities include:

- Assist those who wish to join the Aycock e-mail listserv.
- Informally monitor listserv submissions; and when an inappropriate e-mail is published, take steps to warn the individual posting or remove that person's e-mail address from further submissions.
- If the listserv address or methods change, inform our newsletter editor and webmaster so they may inform the neighborhood.
- Subscribe to the Aycock e-mail listserv to keep abreast with neighborhood discussions.
- Attend the neighborhood-wide Aycock annual meeting in August.



Welcoming Committee

Track new homeowners moving into the neighborhood and prepare welcome baskets for them.

Responsibilities include:

- Purchase gift baskets suitable for giving.
- Develop a list of items to be included in each Welcome Basket.
- Include items such as neighborhood brochure, recent newsletters, Historic Preservation Guidelines (on CD), coupons from local vendors and other items of interest to new homeowners.
- Include a special gift, such as a homemade or store-bought bakery item, in each basket if possible.
- Include card signed by Board members if possible.

