



## VOLUNTEER POSITIONS

To plan and manage the activities of the Civic Association, the membership elects officers and representatives to a Board of Trustees. The Board meets formally each month, but its members remain in communication throughout the month and perform a variety of functions for the Association. Board members are unpaid volunteers that enjoy being actively involved in the Association and serving the interests of its members. Any regular member of the Association is eligible to be nominated for a Board position in which they have expressed an interest. The positions are described below.

**Area Representative:** Forest Park has 14 residential areas, each with its own representative. They form the core of the Board. Area reps also participate in Outreach Day and assist in securing welcome committee volunteers.

**Business Representative:** This representative speaks on the FPCA Board for businesses located in and near Forest Park and usually conducts the business portion of the membership drive personally.

**President:** This officer presides at all regular and special meetings, appoints people to various positions as needed, serves on the Finance committee, may nominate volunteers to receive awards at the Northland Community Council Banquet, and ensures that our affairs are conducted in a timely manner. A year's service on the Board prior to running for this position is customary.

**Vice President:** This officer is our chief delegate to the Northland Community Council (an umbrella organization of Northland Area Civic Associations) and reports on NCC matters at each Board meeting. This person performs all duties of the president in the president's absence.

**Secretary:** This officer keeps the minutes of all regular and special meetings, maintains our roster and attendance records, prepares and distributes the printed agenda and minutes, and conducts and keeps our correspondence.

**Treasurer:** This officer receives all Association monies, pays all our bills, and prepares reports for our monthly Board meetings and end-of-year financial statements, keeping our books in a form readily amenable to audit, and serves as the chair of the Finance committee. This person should be bondable and familiar with accounting practices.

**Public Relations Officer:** This officer acts as media contact to publicize our general membership meetings and events and writes items as appropriate for *The Forester*.

**Supplemental Security Director:** This officer schedules our Supplemental Security patrols, certifies the accuracy of invoices, and verbally reports incidents and expenses to the Board and the same in writing to *The Forester*.

**The Forester Editor:** This officer edits and produces the monthly newsletter and accepts and bills ads.

*Note: All budgeted expenses for events are either paid for or reimbursed by the FPCA*

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Every volunteer organization depends on the willingness of its members to commit time and energy to the organization's activities and goals. The FPCA is no exception. Here are some other ways to serve.

**Forester Delivery, Stuffing, & Coordinator:** Help volunteer as part of the distribution chain to get our monthly newsletter out to the neighborhood. You can help coordinate volunteers or be a volunteer to stuff the Forester into bags and/or deliver on your street or nearby streets.

**Garage Sale:** Spring and fall "community" garage sales are held, designed to bring maximum exposure to any Forest Park resident having a garage sale. Volunteers prepare programs providing maps and addresses for the sales and distribute them on sale day at the entrance islands on Karl Rd. The FPCA promotes the sales with newspaper ads.

**Outreach Day:** This campaign drive is designed to gather feedback from residents and encourage membership. It is a once a year commitment of about five hours. This minimal time commitment is vital to the FPCAs endeavors. It's a great way to meet new residents in our neighborhood.

**Beautification Awards:** Each summer, the FPCA awards one residence each in Forest Park East and West a beautification prize for the landscaping and gardening in their front yards. Nominations are requested in *The Forester*, and volunteers receive these nominations and select the winners who will receive the awards.

**Bikes & Trikes:** Part of the Northland Community Council July 4<sup>th</sup> Parade on Karl Road, Forest Park kids are invited to decorate their bikes & trikes and be in the parade. Volunteers assist by buying awards, organizing the participants before the parade, judging the entries, awarding the prizes, assisting our photographer, and escorting the children into, along, and out of the parade. One volunteer writes an article to go with the photos for the *The Forester*.

**Welcome Committee:** When new residents move in, volunteers visit them and inform them about Forest Park, the Civic Association, schools, businesses, etc., and give them a packet of informative materials and coupons. They work in cooperation with their area representative.

**Recruitment Committee:** Keep contact with those residents who have signed up to be FPCA volunteers. Help to fill positions and staff upcoming events using the list of interested candidates (no random cold calling).