

**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 Services Coordinator. It is also a useful tool for new board members who will need to communicate with other board members or committee members.

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **First Name** | **Last Name** | **Position on  Board** | **Committee  Assignment** | **Email** | **Phone** | **Physical  Address** | **Term of  Service** |
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**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.

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| --- | --- | --- | --- | --- |
| **Name of  Organization** | **Contact Person** | **Phone** | **Email** | **How They Partner** |
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**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.

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| --- | --- | --- | --- | --- |
| **Media Outlet** | **Contact Person** | **Phone** | **Email** | **Purpose** |
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**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.

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| --- | --- | --- | --- |
| **Social Media Site** | **User Name** | **Password** | **Other Information** |
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**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.

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| --- | --- | --- | --- | --- |
| **Organization** | **Volunteer Name or Organization Contact** | **Phone** | **Email** | **Volunteer Role** |
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**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.

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| --- | --- | --- | --- | --- |
| **Event** | **Coordinator Name** | **Phone & Email** | **Date of Event** | **Other**  **Information** |
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**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.

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| --- | --- | --- | --- | --- |
| **Date** | **Time** | **Location** | **Contact Information** | **Other Information** |
|  |  |  |  |  |

**NEIGHBORHOOD PARTNERSHIP PROGRAM**

If your Neighborhood Association participates in the City’s Neighborhood Partnership (NP) Program, please list the program, the contact person, along with their contact information, and the responsibilities of the NA. If you would like more information about the NP Program, contact Jessica Loewen-Preis at

503-540-2329 or at jlpreis@cityofsalem.net.

|  |  |  |  |
| --- | --- | --- | --- |
| **Partnership Program Name** | **Contact Person** | **Contact Information** | **Role of the NA** |
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**Notes:**

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**Questions?**

For further information or resources, contact Irma O. Dowd, Neighborhood Services Coordinator at

503-540-2303 or idowd@cityofsalem.net