

NC Leadership tips and helpful hints:

- Be a member of the NC at least a year to gain knowledge and understanding of the process
- Set up the following neighborhood coordinators in Jan of each year: **Clean-up coordinator, (short term) Community Block Grant coordinator, (Short term) NSC representative (long term) till project thru neighborhood is completed.** Chair is the primary contact and should be reasonable for communication on daily basis, if necessary, with the membership and distribution list. Try to respond to emails within 24 hours.
- Make a list of who is responsible for which projects and when time frames are needed so you as chair can follow up and make sure nothing falls thru the cracks. Make sure all appointed volunteers always keep the chair in the loop!
- Ex committee should meet asap after election to set goals and direction for the NC for the year
- If chair is not willing to take responsibility for social media appoint a communications rep but make sure their responsibilities are very clear and they know exactly what the expectations are for keeping the NC informed.
- Consider attending at least one CA meeting to gain an understanding of the role of the CA and how they function
- Network
- Follow City, SPD, Library, STA, WDOT non-profits and other Facebook or social media to be informed
- Follow either in person, via Channel 5/You tube the actions of the City Council, check their agendas each week to see if any issues coming forth that are relevant to the neighborhood
- Keep a copy of the by-laws handy for reference
- Read the Spokane municipal code with respect to neighborhood process
- Read the history of the why the NC process was established
- Get to know you Council members one on one when possible
- Get to know one on one the appointed SPD representative
- Get to know the Capt. of the precinct one on one
- Attend other NC meetings use as a resource, as you have the time and feel it would be beneficial. the CA rep will have access to all the necessary info that needs to share with the NC
- Attend committee meetings sponsored by City or outside entities for knowledge and understanding as you feel is needed
- Partner with nonprofits in the neighborhood or have a designated liaison
- Partner with businesses as best you can, consider a business liaison that would be responsible for engaging with the businesses and report back to the council quarterly or more often if necessary
- Keep a list of contacts for the city, Avista, Library, SPD, STA, WDOT, Non-profits that reside within neighborhood boundaries
- Keep an updated membership contact list work with secretary to keep this up to date/current, particularly when it comes to meting the requirements for voting status per the by-laws
- CA and district 1 representatives are appointed and have no term limits, when someone decides to step down the EX-committee will make a recommendation based on show of interest to the general membership to approve as soon as possible, it helps if you have some kind of

application or show of interest form to help the EX-committee with their recommendation for who can best serve the neighborhood in these important capacities.

- Stay informed on crime issues by checking the Comp stats and monthly PS meetings notes

Resource binder for NC leadership

Each binder could be designed to reflect the past accomplishments of previous leadership and a how to.

Suggested items that might be included:

- Copy of Charter language with respect to NC/CA
 - Copy of current by-laws
 - List of previous speakers
 - List of past/current events
- List of NC partners such as businesses, churches, non-profits
- Identify process for using social media, some neighborhoods have a communications person(s) some NC the Chair/co chair takes care of social media
 - Processes for fund raisers, if applicable
 - Sample of agenda format
 - What is the primary funding source for the Neighborhood council
 - Identify those areas that may need sub-committees (CD funding, CA representative(s), nominating, by laws, planning, nominating committee, etc)
 - Share information on existing practices that work for the Council.
- List resources for assistance, such as contacts for City departments for each area of expertise as it relates too: traffic calming, clean-up, CD, Planning, etc.
- Identify elected and City leaders such as Chief of Police, Sherriff, Chief of Fire, City Council District members and provide contact info for each
- Suggest build a network of people to assist with transition, that list might include NC leaders on other NC in the District, City staff
 - Share the CA binder with incoming leaders