

Steps for Organizing or Reactivating a Neighborhood Organization

1. Identify other neighbors who want to reactivate or start a neighborhood association.
2. Have a meeting with these neighbors and identify issues, concerns and reasons to have an organization.
3. Schedule a meeting and invite the entire neighborhood. The Neighborhood and Information Center staff can help find a meeting room, assist with the mailing of a flyer and help lead the meeting.
4. Determine if the neighborhood wants to have an organization and why.
5. Identify the boundaries and potential members of the organization. Begin ongoing recruitment of members.
6. Establish a structure for the organization by adopting bylaws and electing a leader and officers. Obtain a bank account for dues collected.
7. Identify and prioritize issues
8. Develop strategies to achieve objectives.
9. Assign members responsibility for achieving objectives
10. Celebrate accomplishments of the organization. Identify new issues.

Checklist for Effective Associations

The characteristics of an effective organizations are as follows:

The Members

- have energy and skills.
- have time, ability and commitment.
- have personal resources to commit to the organization.
- obtain resources and develop relationships with other organizations.
- are sufficient in number to accomplish the associations work.

The Leaders

- are responsive to the members
- make democratic decisions
- have relationships with other community organizations
- develop new leaders

The Organization

- continuously searches for new resources and members
- seeks every member's input
- distributes the workload evenly among the members
- provides a wide variety of activities for members to get involved in
- has activities that produce more than good feelings among the members
- mobilizes members effectively
- meets its objectives and goals
- establishes a positive track record of accomplishments