

# Volunteer Opportunities in our Fisher Park Neighborhood



- Join the Neighborhood Board to represent your neighbor's interests and concerns
  - Be a Block Captain
- Be a neighborhood Greeter or Greeter Coordinator
  - Manage our neighborhood website
  - Edit our quarterly Fisher Parker newsletter
  - Manage advertisements for the newsletter
- Join or lead a Committee for Events, Playgroup, Neighborhood Watch, Park, or Streets & Sidewalks Committee.

To volunteer, contact any Board member at [www.fisherparknc.org](http://www.fisherparknc.org)  
or the Board President at [President@fisherparknc.org](mailto:President@fisherparknc.org)

# Volunteer opportunities in the Fisher Park Neighborhood Association (FPNA)

This document describes the many volunteer opportunities available in the **Fisher Park Neighborhood Association (FPNA)** and their corresponding responsibilities.

The descriptions are used both to help existing volunteers fulfill their tasks and to help those interested in volunteering understand what is expected.

The descriptions continue to evolve to meet the goals of the FPNA, but are documented here as a starting point.



- Board Member (12 positions)
- Block Captain Coordinator (2 positions)
- Block Captain (~36 positions)
- Greeter Coordinator (1 position)
- Greeter (4 greeters, one in each quadrant of the neighborhood)
- Newsletter Editor
- Newsletter Advertising Coordinator
- Webmaster
- E-mail listserv Coordinator
- Events Committee & members
- Neighborhood Watch Committee & members
- Streets & Sidewalk Committee & members
- Park Committee & members
- Other Ad Hoc Committees & members

Beyond these responsibilities you'll discover a *wealth of experiences and friendships* that come to those who actively participate in our neighborhood!

To volunteer, contact any Board member at [www.fisherparknc.org](http://www.fisherparknc.org)  
or the Board President at [President@fisherparknc.org](mailto:President@fisherparknc.org)

## Board Member (12 positions)

Actively participate in monthly FPNA Board meetings to represent the interests and concerns of your area of the FPNA neighborhood. Responsibilities include:

- Attend monthly Board meetings throughout the year.
- Communicate ideas/concerns from your area of the neighborhood to the Board.
- Participate in Board discussions and voting.
- Attend the neighborhood-wide Annual Meeting (usually in October or November).
- Attend one or more neighborhood-wide events and/or celebrations throughout the year to meet neighbors from all parts of our neighborhood and solicit their ideas and/or concerns.
- Hear Historic District Certificate of Appropriateness requests from neighbors who live within the Fisher Park historic district, and vote to support or not support each request.
- Attend Historic Preservation Commission to relay our neighborhood Board's position on Historic District Certificate of Appropriateness requests. (Usually handled by the President, but another Board member will be asked to attend if the President cannot.)
- Request Board pre-approval for expenses you incur for the Board or neighborhood.
- Subscribe to the FPNA e-mail listserv to keep abreast with neighborhood discussion.
- Attend the neighborhood-wide FPNA annual meeting in November.



### General understandings:

- ❖ The FPNA attempts to maintain a 12-member Board with each Board member serving a 3-year term, or filling a shorter term if another Board member vacated a position.
- ❖ Our 12-member Board rotates 4 members off each year, with 4 new members joining each year, in an effort to share responsibilities and opportunities throughout the neighborhood. New Board members are nominated, or self-nominated, before November and then are voted on by attendees at the neighborhood's annual meeting in November.
- ❖ We attempt to recruit Board members evenly throughout all areas of our neighborhood.
- ❖ There is an opportunity to renew your Board membership for another 3 years after taking one year off of the Board, before engaging in another full 3-year term. See the FPNA Bylaws for details.
- ❖ Our Board elects a President, President-Elect, Treasurer, and Secretary each year.
- ❖ The Presidential position is usually a one-year term.
- ❖ The President-Elect becomes President, and the President becomes Past President.
- ❖ Past-President is a non-voting but very helpful advisory position.
- ❖ Other Board positions (Secretary and Treasurer) can be continued for longer periods of time.
- ❖ Board meetings are the **Monday before the last Wednesday of each month, at 6:30 p.m.**, in the educational building of Holy Trinity Church.
- ❖ Board meetings on holidays are usually rescheduled.
- ❖ December Board meetings are usually canceled due to holidays.

It is *very important* that Board members attend *monthly Board meetings* in order for us to have a quorum to conduct business! If you become a Board member, then find you cannot meet these commitments; please offer your resignation so another neighbor may join the Board.

## Block Captain Coordinator (2 positions)

Coordinate and distribute information to FPNA Block Captains throughout the year.

Responsibilities include:

- Maintain a list of Block Captains, their delivery areas, their address, phone, and e-mail, and the number of flyers required for each Block captain.
- Alert the Webmaster and *Fisher Parker* newsletter editor of any changes in Block Captain details (name, address, phone, e-mail, and number of flyers required.)
- At least twice per year, contact your list of volunteer Block Captains to insure those neighbors remain willing to be active Block Captains.
- About 4-5 times per year, receive from the *Fisher Parker* newsletter editor the newsletters for your half of the neighborhood. (Currently divided as north half and south half)
- Count, sort, and distribute the *Fisher Parker* newsletter to volunteer Block Captains in your half of the neighborhood.
- When a Block Captain cannot deliver or wishes to be replaced, assist that Block Captain in finding a replacement.
- When there is a new Block Captain, post an announcement on the neighborhood listserv, welcoming the new Block Captain, and thanking the former Block Captain.
- Alert the Board and Webmaster and *Fisher Parker* newsletter editor of any new Block Captains, including the Block Captain's name, address, phone, and e-mail address.
- Intermittently e-mail thanks to Block Captains for their volunteerism.
- Traditionally, we give a free Luminaria kit to each Block Captain and each Block Captain Coordinator each December, as thanks for their year's volunteerism. Remind the Luminaria coordinator of this tradition when Luminaria kits are being assembled/distributed each December.
- Request Board approval of any anticipated expenses and request reimbursement of approved expenses.
- Subscribe to the FPNA e-mail listserv to keep abreast with neighborhood discussion.
- Attend the neighborhood-wide FPNA annual meeting in November.



## Block Captain (~36 positions)

Receive and deliver FPNA newsletters, flyers, Luminaria orders, and Luminaria within your Block of the FPNA neighborhood and relay significant issues/concerns to the neighborhood Board. Responsibilities include:

- Volunteer as the Block Captain on your block or on a block that has no Block Captain.
- Deliver the *Fisher Parker* newsletter and/or neighborhood-generated flyers 4-6 times/year
- Listen for concerns and/or ideas from neighbors in your area and routinely share those with neighborhood Board members.
- Alert neighborhood Greeters when there is a new neighbor in your block or area.
- Deliver Luminaria order forms to your block each November.
- Receive Luminaria orders and payments each December.
- Deliver all orders and payments to the Luminaria coordinator each
- Receive assembled Luminaria kits each December.
- Deliver those Luminaria kits to homeowners who ordered them by the Friday/Saturday immediately before the Sunday Luminaria event each December.
- Alert your Block Captain Coordinator ahead of time if you cannot deliver, or cannot find a substitute delivery person, or no longer wish to be a Block Captain. Please attempt to find a replacement Block Captain for your Block when you cannot deliver or no longer wish to serve.
- Subscribe to the FPNA e-mail listserv to keep abreast with neighborhood discussion.
- Attend neighborhood-wide FPNA annual meeting in November.

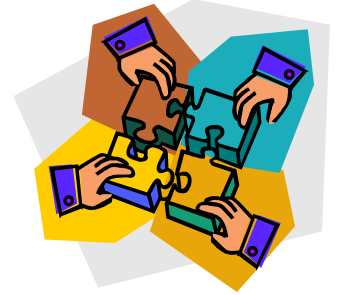


## Greeter Coordinator (1 position)

Coordinate activities and materials for 4 volunteer neighborhood Greeters.

Responsibilities include:

- Coordinate with volunteer neighborhood Greeters for the consistent distribution of welcoming information to new homeowners, new business owners, or new residents within your quadrant of the boundaries of our neighborhood.
- Determine appropriate materials for Greeters to distribute including maps, historic district guidelines, recent Fisher Parker newsletters, contact information, our website, our e-mail listserv, etc.
- Create and/or collect those materials and insure the Greeters have a consistent supply of those greeting materials.
- Work with the FPNA Treasurer to determine funding available for greeting materials each year.
- Meet with Greeters at least once per year to insure they are delivering a consistent message and materials.
- Solicit new greeting ideas from Greeters.
- Twice each year, in June and December, collect from the Greeters a list of addresses (and names if available) of those new households or businesses each Greeter has greeted.
- Deliver that list to the neighborhood President, so the President may send a follow-up postcard reminding the new neighbors of neighborhood information available on our website, of our e-mail listserv, and of opportunities for neighborhood involvement.
- Insure the Fisher Parker newsletter Editor and Webmaster are updated with any change in Greeters names, phones, e-mails, addresses.
- Request Board approval of any anticipated Greeting expenses and request reimbursement of approved expenses.
- Subscribe to the FPNA e-mail listserv to keep abreast with neighborhood discussion.
- Attend the neighborhood-wide FPNA annual meeting in November.

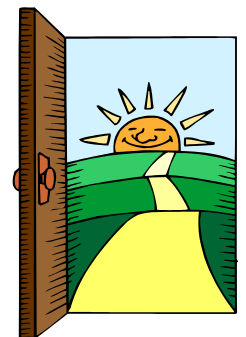


## Greeter (4 positions, one in each quadrant of the neighborhood)

Deliver approved welcoming materials to new neighbors in your quadrant of the neighborhood.

Responsibilities include:

- Throughout the year, watch and listen for new homeowners, new apartment residents, or new business owners in your quadrant of our neighborhood.
- Visit those new to our neighborhood and deliver information provided to you by the Greeter Coordinator.
- This may require several trips to each home/business, but the general understanding is that if you've tried to visit **twice**, without finding a person there, you may simply leave the information at their door.
- Maintain a list of addresses (and names if possible) of those you've greeted, and deliver your list to the Greeter Coordinator at the **end of June** and the **end of December** each year. The Greeter Coordinator will combine all four Greeter's lists and deliver the list to the neighborhood President. The neighborhood President can send a "welcome" postcard to those greeted, reminding new neighbors of neighborhood information available on our website, of our e-mail listserv, and of opportunities for neighborhood involvement.
- Share your ideas for greeting with the Greeting Coordinator and fellow Greeters.
- Subscribe to the FPNA e-mail listserv to keep abreast with neighborhood discussion.
- Attend the neighborhood-wide FPNA annual meeting in November.



## Newsletter Editor for the Fisher Parker newsletter

Write, publish, and archive the Fisher Parker newsletter 4-5 times/year.

Responsibilities include:

- Immediately before each new year, communicate with the new neighborhood President and head of the Social Committee, Park Committee, Neighborhood Watch Committee, and Webmaster to create a schedule for publication of the Fisher Parker in the coming year.
- Insure Fisher Parkers are scheduled for publication and distribution at least 3 weeks before important neighborhood events throughout the year.
- Attend neighborhood Board meetings regularly and participate in the neighborhood e-mail list to gather neighborhood news.
- Compose 3 to 5 pages of brief news articles for a Fisher Parker newsletter 4-5 times/year. Maintain as positive a tone of writing as possible!
- Regularly update a back page of the newsletter with helpful neighborhood contact names, phone numbers, e-mail addresses, and upcoming Board meeting dates.
- E-mail Block Captain Coordinators and Block Captains a month ahead of newsletter delivery, and again a week ahead of delivery, to insure they are aware of upcoming deliveries. Encourage Block Captains to make arrangements for delivery if they are not personally able to deliver by the assigned dates.
- Communicate with responsible parties to insure newsletter articles are accurate.
- Deliver a draft copy of the newsletter to the FPNA President for approval before printing.
- Have the newsletter proofread for corrections/improvements several days prior to printing.
- Create a final PDF copy of the newsletter.
- E-mail the final PDF copy to a photocopy shop (usually Sir Speedy on West Market Street) at least three (3) business days before the weekend of distribution.
- Request that the photocopy shop acknowledge receipt of the newsletter so you KNOW they have it.
- Arrange receipt of the newsletter from the photocopy shop.
- Insure the invoice for each newsletter is delivered to the Treasurer.
- Distribute the bulk of the printed newsletter copies to our two (2) Block Captain Coordinators along with their Block Captain delivery details.
- Retain about 5 copies of the newsletter for FPNA Archives.
- Help deliver newsletters to blocks that have no Block Captains.
- Mail about 15 newsletters to public officials (such as our Mayor, our City Council representative, our County Commissioner, our Police Department Community Resource Officer, and any others significantly mentioned in the newsletter or helpful to our neighborhood Association.)
- Ask our neighborhood Webmaster to post the final PDF copy of the newsletter to our neighborhood website.
- Post the PDF copy of the newsletter to our neighborhood e-mail list the week soon after delivery.
- Request Board approval of any anticipated newsletter expenses and request reimbursement of approved expenses.
- Subscribe to the FPNA e-mail listserv to keep abreast with neighborhood discussion.
- Attend the neighborhood-wide FPNA annual meeting in November.



## Newsletter Advertising Coordinator for the Fisher Parker newsletter

Facilitate and coordinate advertising and ad revenue for the Fisher Parker newsletter. Responsibilities include:



- Develop an advertising policy and have it approved by the FPNA Board of Directors.
- Solicit advertisements that meet the FPNA advertising policy.
- Collect advertising revenue.
- Deliver advertising revenue to the FPNA Treasurer.
- Create a camera-ready single page of advertisements (front only or front and back, in black & white, or a single ad if one ad alone supports the entire newsletter issue).
- Submit that page to the newsletter editor by each newsletter submission deadline. The newsletter editor will submit the ad page for printing and insertion into the newsletter.
- Deliver two (2) copies of printed newsletters to all paid advertisers.
- Track advertising revenues vs. expenses and report those to the FPNA Board after each issue and in an annual summary.
- Request Board approval for any anticipated newsletter advertising expenses.
- Subscribe to the FPNA e-mail listserv to keep abreast with neighborhood discussion.
- Attend the neighborhood-wide FPNA annual meeting in November.

Note:

We do not have a Newsletter Advertising Coordinator and probably never have had this position. Yet at the discretion of the FPNA Board, advertisements certainly could be solicited and positioned as either:

- multiple advertisements on a single-sheet insert page, or as
- single advertisement placed within the body of the newsletter to pay for the entire newsletter issue's production.

Currently, the newsletter editors do NOT wish to incorporate multiple ads within the *body* of text of the newsletter, due to substantial formatting time that requires. The FPNA Board may consider other advertising concepts recommended if an Advertising Manager were to volunteer their time and be approved and accountable to the FPNA Board.

## WebMaster

Maintain and update the official website of the Fisher Park Neighborhood Association.  
Responsibilities Include:

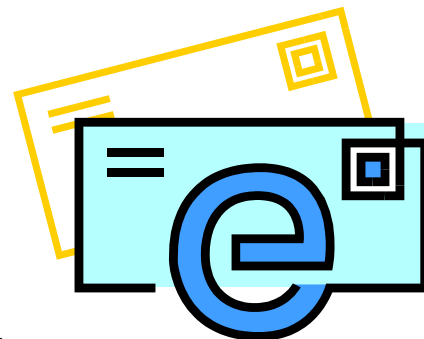
- Update our [www.fisherparknc.org](http://www.fisherparknc.org) website throughout the year with changing contact information, news, photos, events, and other information.
- In December of each year, communicate with the incoming neighborhood President to set a calendar of events for the upcoming year, then post the entire year's events to the News page at the beginning of January.
- In December of each year, communicate with the Nominating Committee to update the FPNA Board of Directors list, and post that to the website Neighborhood page at the beginning of January.
- Whenever there are new Block Captains, receive those updates from the Block Captain Coordinators and update the Block Captain spreadsheet and the Block Captain map on the website with the new BC's name, phone, address, and e-mail address.
- After significant neighborhood events (social events such as the Easter Egg hunt, Halloween party, etc.) post several digital photos to the web site's Photo Gallery page and send an e-mail to the neighborhood e-mail list pointing neighbors to the new photos.
- Whenever there are new Greeters, Officers, Committee Chairpersons, update appropriate web pages.
- Intermittently, change the scrolling message at the bottom of the Index (home) page.
- Intermittently check the function of clickable links throughout the web site.
- Intermittently update the Site Map web page when core information has been changed on other website pages.
- Annually, report any website expenses (such as payment for the [www.fisherparknc.org](http://www.fisherparknc.org) domain name or website hosting costs) to the Treasurer and request Board permission for reimbursement.
- Subscribe to the FPNA e-mail listserv to keep abreast with neighborhood discussion.
- Attend the neighborhood-wide FPNA annual meeting in November.



## E-mail Listserv Coordinator

Routinely monitor and maintain the FPNA e-mail listserv.  
Responsibilities include:

- Assist those who wish to join the FPNA e-mail listserv.
- Informally monitor listserv submissions and when an inappropriate e-mail is published, take steps to ban that e-mail address from further submissions. FPNA e-mail listserv is an unmoderated list, meaning that submissions are not previewed before they are posted.
- If the listserv address or methods change, inform our newsletter editor and webmaster so they may inform the neighborhood.
- Subscribe to the FPNA e-mail listserv to keep abreast with neighborhood discussion.
- Attend the neighborhood-wide FPNA annual meeting in November.





## Committees and their Committee Members

Ad hoc committees may be formed from time to time, as requested by the Board. Committee leaders/members do not need to be Board members.

## Events Committee Chairperson and their Committee Members

Envision and carry out 2-3 neighborhood-wide social events each year. Committee leaders/members do not need to be Board members. Responsibilities include:

- In December, envision and set dates and times for 2-3 neighborhood social events for the coming year.
- Meet with the neighborhood President, newsletter editor, and Webmaster, to confirm event dates/times.
- Regularly communicate Social Committee ideas to the Fisher Park Board for approval before implementation.
- Communicate with the neighborhood Treasurer to determine funds anticipated and available for events.
- These volunteers often serve for several years to gain and reuse their experience.
- Work with the FPNA Treasurer to determine how much if any funding is available for events each year.
- Review the previous year's calendar of events as examples of future events.
- Traditional annual FPNA social events include a Saturday morning Easter Egg Hunt within a week of the Easter holiday and a National Night Out Against Crime ice cream social in east Fisher Park the first Tuesday in August.
- Involve the Neighborhood Watch Committee in National Night Out planning and implementation.
- Past events have included a cocktail party, a neighborhood picnic, a Halloween parade around Fisher Park Circle followed by a Halloween party at the Temple Social Hall, and a noncompetitive dog "show off".
- Always plan for and advertise an alternative venue (often the Temple Social Hall) in case of bad weather including rain, snow, or excessive summer heat.
- Submit articles to the Fisher Parker editor if desired.
- Submit any Social Committee meeting minutes to the FPNA Board.
- Request Board approval for any anticipated Social Committee expenses.
- Subscribe to the FPNA e-mail listserv to keep abreast with neighborhood discussion.
- Organize snacks/appetizers and drinks, cups, plates, and napkins for the neighborhood-wide FPNA annual meeting each November. Ask each Board member to contribute some of these for the event.
- Attend the neighborhood-wide FPNA annual meeting in November.



## Kids Event Coordinator and/or Youngsters Playgroup

Envision and carry out 2-3 neighborhood-wide social events for children of residents and of organizations/businesses in our neighborhood. Responsibilities are the same as above.

## Park Committee Chairperson and their Committee Members

Support the maintenance and enhancement of Fisher Park for the enjoyment of our neighborhood. Committee leaders/members do not need to be Board members. Responsibilities include:

- In December, envision and set dates and times for 2 Park Work Days for the coming year.
- Coordinate and communicate with the neighborhood President, newsletter editor, and Webmaster, to confirm event dates/times.
- Organize regular meetings of a Committee of neighbors interested in Fisher Park.
- Regularly communicate Park Committee ideas to the Fisher Park Board for approval before implementation.
- Communicate regularly and coordinate park maintenance requests/issues with the City of Greensboro Parks & Recreation Department, because Fisher Park is a public city-owned park.
- Support and facilitate the Fisher Park Master Plan.
- Organize and advertise two (2) neighborhood Park Work Days each year.
- Submit park-related articles to the Fisher Park editor throughout the year, insuring our neighbors are aware of park events/issues.
- Submit any Park Committee meeting minutes to the FPNA Board.
- Request Board approval for any anticipated Park Committee expenses.
- Subscribe to the FPNA e-mail listserv to keep abreast with neighborhood discussion.
- Attend the neighborhood-wide FPNA annual meeting in November.



## Neighborhood Watch Committee Chairperson and their Committee Members

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 Fisher Park Board for approval before implementation.
- After receiving Board approval, organize any Neighborhood Watch meetings as desired throughout the year.
- Work with the FPNA Treasurer to determine how much funding is available for events each year.
- Organize a **National Night Out Against Crime** Ice Cream Social the first Tuesday in August each year.
- Communicate with Greensboro City Police Department and Greensboro City Fire Department to attend our National Night Out activities.
- Encourage our City Council and County Commissioner representatives to attend our National Night out activities.
- Involve the Social Committee in planning and implementing the National Night Out ice cream social.
- 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 articles to the Fisher Parker editor if desired.
- Submit any Neighborhood Watch Committee meeting minutes to the FPNA Board.
- Request Board for approval of any anticipated Neighborhood Watch Committee expenses.
- Subscribe to the FPNA e-mail listserv to keep abreast with neighborhood discussion.
- Attend the neighborhood-wide FPNA annual meeting in November.

## Streets & Sidewalks Committee Chairperson and their Committee Members

Envision and facilitate activities toward a safer neighborhood walking/driving atmosphere. Committee leaders/members do not need to be Board members. Responsibilities include:

- Bring neighbor's traffic concerns and ideas for improvement to the Board for decision-making.
- Facilitate regular communications with the Greensboro Department of Transportation (GDOT).
- After receiving Board approval, organize any Traffic Safety neighborhood meetings as desired throughout the year.
- Work with the FPNA Treasurer to determine how much if any funding is available for events each year.
- Submit articles to the Fisher Parker editor if desired.
- Submit any Traffic Committee meeting minutes to the FPNA Board.
- Request Board for approval of any anticipated Traffic Committee expenses.
- Subscribe to the FPNA e-mail listserv to keep abreast with neighborhood discussion.
- Attend the neighborhood-wide FPNA annual meeting in November.

