

# 2019 GMCA Board of Directors

(Quorum is 3 of 5 -OR- 5 of 9)



**Layla Elzein**  
President



**Lisa Oshanski**  
Vice President



**John Rinn**  
Secretary



**Tracy Milligan**  
Treasurer

**Amanda Main**  
Director

**TBD**  
Director

**Nancy Praeger**  
Director

**Lissa Little**  
Director

**Cheryl Wojciechowski**  
Director

## STANDING COMMITTEES

Board members must serve on a standing committee.

**Membership Collection**  
Kelli Tamburro

**Ordinance Liaison**

**Publicity**

**Parliamentarian**

**GMCA 501c3 Youth Leadership**  
Lisa Hicks-Clayton

## GMCA Events

**Lisa Hicks-Clayton**  
Easter Egg Hunt

**Layla Elzein**  
I Spy Walk/  
Ice Cream Social

**Amanda Main**  
Garage Sale

**John Riley**  
Tiger Bus Trip

**Layla Elzein**  
Resident Gathering

## GMCA Newsletter Route Deliverers

**Rt#1**  
Layla Elzein

**Rt#7**  
Kelli Tamburro

**Rt#2**  
Dawn Moelker

**Rt#8**  
Tim Williams

**Rt#3**  
JoAnn Isaacson

**Rt#9**  
Dawn Cicala

**Rt#4**  
Jim Janicke

**Rt#10**  
Lisa Oshanski

**Rt #5**  
Chris Novack

**Rt#11**  
Ernie Testani

**Rt #6**  
Amanda Main

## GMCA Neighborhood Watch Block Captains\*

**Coordinator**  
Lisa Hicks-Clayton

**Amboy**  
Tim Williams

**Plainfield**  
Amanda Main

**Charlesworth**  
Kevin/JoAnn Isaacson

**Hillside/Pls. Rdg N/W**  
TBD

**Clairview**  
Tarek Midani

**Fairwood/Pls. Rdg N/E**  
TBD

**Golfview**  
Dan McGlinchy

**Rosemary**  
Sherry Fike

**Kennedy**  
James Neiman

**Rouge River**  
Devinn Clayton

\* Ordinance issue liaison also

**Nancy Alvarado**  
Signkeeper

**Tracy Milligan**  
Newsletter Editor  
Website Membership

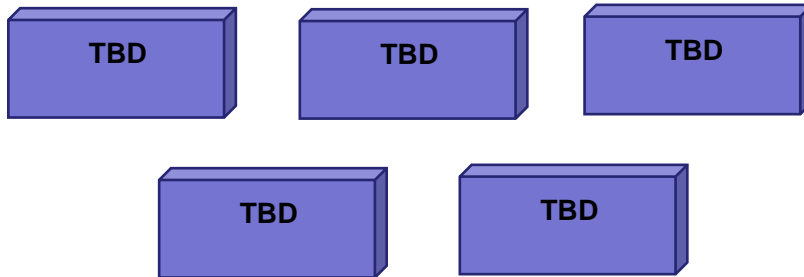
**May Sabah**  
Sunshine Welcome

**Anthony/Kim**  
Rzucidlo Safety

# Reports to GMCA board

GMCA 501c3 TAC Youth Leadership Scholarship Board

Board to determine scope of scholarship, purpose, audience, qualifications and amount of scholarship to be handed out.



• **THE PRESIDENT SHALL:**

- Preside at all meetings of the members
  - Serve as a guide when necessary on committees
  - Review with each officer and director their duties as specified in the bylaws.
  - Appoint the Audit, Nominating and any ad hoc committees
- The president of any organization has a special role. The strength of the organization will be a reflection of the president/chair's abilities as an administrator. The spirit of the organization will be a reflection of the president's clarity and understanding. Meetings and proceedings will reflect his or her organizational ability. The duties and responsibilities of a neighborhood association president or chair person include:
- knowing the constitution and/or by laws of the organization.
  - preparation, in advance, of an agenda for every meeting to insure a smoothly run, on-schedule meeting. The president/chair should consult with the board/officers before hand so that all necessary agenda items are included.
  - presiding at all meetings. If it is necessary for the president/chair to be absent, the vice president or other designated person should be notified in advance.
  - knowing basic parliamentary procedure and protocol, bearing in mind that tact and graciousness are important at all times and in all situations.
  - appointment of leadership for special committees, carefully selecting them according to their talents and capabilities. Examples: Audit, Nominating and any Ad Hoc committees.
  - with the board/other officers, planning and implementation of the neighborhood association's long-range and intermediate activities.
  - timely communication of any pertinent information that is intended for the organization.
  - delegation of tasks and responsibilities among board members/officers to fairly distribute the workload whenever possible.
  - representation of the neighborhood association, both officially when requested at community or local government functions, and unofficially, as a good example of a responsible member of the community and neighborhood.

In addition to the "official" job description, here are some "unofficial" items from past neighborhood leaders:

- be yourself – your style of leadership will be different from your predecessor and that's okay. know your strengths and weaknesses – use the strengths and draw upon other members to bolster the weaknesses.
- seek out the opinions of others and listen – if you are too forceful about your own opinions, you may never hear from that quiet member in the corner.
- respect all points of view.
- lead with a friendly smile and a positive attitude.
- face problems as they arise – careful consideration is good but avoidance often just makes things worse. accept a few "emotional bruises" – we get bruises while learning to ride a bicycle and learning to lead is at least as complicated.
- a sense of humor can keep it all in perspective.

## **VICE PRESIDENT**

- If the president is present, the vice president assists the president.
- If the president is absent, the vice president carries out the duties of the President if they are unable to do so – presiding at the meetings and otherwise performing the duties set forth in the constitution and/or bylaws of the organization.
- Can represent the President at meetings as appropriate
- In case of resignation or death of the president, the vice-president, unless otherwise provided for in the byLaws, becomes president for the unexpired part of the term.

## **SECRETARY**

Some organizations have two secretaries – recording and corresponding. The duties and responsibilities of a recording secretary include:

- keeping a record of the business proceedings of the organization, recording and maintenance of minutes from regular and special meetings
- keeping an accurate, up-to-date list of the officers, chairpersons, and members,
- having available, at all times, a copy of the rules the association has adopted or agreed to use (bylaws, neighborhood plan, Roberts' Rules of Order, etc.),
- if requested, assisting the chair with preparation of the agenda; for example, by providing a record of any unfinished or postponed business,
- Notify Officers and Directors of any assigned tasks
- cooperating with and assisting all officers,
- Issues notice of all upcoming meetings (regular and special)

When writing the minutes, the recording secretary should remember that adjectives are unnecessary. Minutes should report what was done – not what was said. Individual reports should not be elaborated upon – simply state that the reports were read and filed with the secretary. The duties and responsibilities for a corresponding secretary include:

- notification of all meetings to the officers, affiliated organizations, and other interested persons.
- notifying officers and chairs of planning meetings scheduled.
- preparing any official organization correspondence at the chair's request.
- reporting at the meeting on correspondence sent by the organization and correspondence received since the last meeting.

## **TREASURER**

The treasurer is the keeper of all funds. Their duties and responsibilities include:

- Maintaining a general ledger
- paying all bills approved at the meeting,
- Establishing a budget for the group to work off of, approved at the January meeting
- maintaining an itemized account of all receipts and disbursements for funds spent
- reporting such receipts and disbursements at each meeting
- submission of records for audit annually, and
- submission of a written report (properly audited) at the annual meeting.
- File epostcard for 501c3 in January for tax purposes
- File Michigan non-profit form each year

### **Membership Coordinator**

- Secure Door-to-door volunteers
- Coordinate/pass out folders for volunteers to collect from non-paid residents during door-to-door campaign time frame
- Follow-up with volunteers regarding completion of task
- Work with Treasurer to secure complete updated listings, for possible second wave of collection

### **Ordinance Coordinator**

- Work with Block Captains who will keep eyes peeled for possible ordinance violations, submit addresses and description to Ordinance coordinator
- Receive calls on Traffic or general ordinance issues in sub.
- Write down and track issues to see if there is a pattern before warning resident to prevent possible infraction ticket. Take pictures if necessary.
- Drive around neighborhood periodically and note specific possible violations (ie, parking on street during garbage day, cans put out too early or not taken in, etc)
- Hand out our GMCA ordinance alert sheet to make residents aware of a possible violation that will lead to a warning/ticket from the city as a courtesy pre-warning before official violation notice/ticket. Work with D.H. Ordinance to resolve issues if necessary.

Bring any issues that need help for resolution to the GMCA President to work with the city if necessary. Each resident received a GMCA Dearborn Heights Ordinance booklet - new residents receive one in their welcome packet.

### **Publicity Coordinator**

- Sets goals for the growth and advancement of the association.
- Initiates new ways to promote the association.
- Designs and arranges for printing of flyers, distributes flyers to local businesses and venues as appropriate.
- Prepares press releases for local newspapers, as required by individual newspaper editors.
- Establishes a rapport with local newspapers, establishments as appropriate to publicizing events and activities.

### **Parliamentarian**

- Is an expert in rules of order and the proper procedures for the conduct of meetings of deliberative assemblies.
- Assist organizations in the drafting and interpretation of bylaws and rules of order, and the planning and conduct of meetings.
- Attends all meetings to make sure they are following Robert's Rules of Order

### **Board Member/Director**

- A neighborhood association board member helps with the administration of the neighborhood association. The duties and responsibilities of a board member often include:
- attendance at regular meetings,
- setting policy, goals, and priorities,
- planning projects and events,
- sitting on a committee (i.e., housing, fund-raising, etc.),
- representation of the neighborhood on city advisory committees,
- representation of the neighborhood at civic activities, testifying at public hearings, and
- recruiting volunteers.

### **A board member must:**

- be committed to the betterment of the neighborhood,
- work well with others and respect their opinions,
- listen attentively to other people's ideas and concerns,
- communicate ideas and concerns clearly to others,
- follow through on commitments, and
- be assertive and friendly to recruit volunteers.
- Being a board member involves a time commitment, on the average, of about five hours per month. This is based on time needed for monthly board and committee meetings and participation in one neighborhood project. The benefits of being a board member include meeting new friends, gaining new skills, and influencing the future of your neighborhood.

## **SUNSHINE WELCOME COMMITTEE DUTIES**

**Receive a master listing of homes that need welcoming (from Membership committee)**

### **Attempt to contact the new resident**

- Visit home and if nobody home – leave door card and/or contact letter
- If after a week, no reply – try again and if successful
- Ask when a good time would be to give them their welcome package
- Get names of family members (parents and kids)
- Note the street address
- Secure phone number and email if possible for crime alerts/GMCA info cascading

## **HOW TO WELCOME NEW RESIDENTS:**

- After securing date, Grab a Welcome Packet folder to be delivered to the new homeowner with the GMCA mug filled with candy (folders are made up – all you have to add to the folder are the items in the sandwich bag)
- If you never hear from the new family (couple of weeks of trying) just deliver the basic folder with the cover letter stating we tried to contact you attached. This way they have the important stuff and you can use the free perks stuff for the next family.

## **FILLED OUT WELCOME COVER SHEET**

- Acquire name(s) of new resident
- Secure phone number and email address (which will be added to crime alert distribution list so they will receive alerts)
- Turn in sheet to Tracy
  - Master membership list will be updated with info
  - New Neighbor Name and street name will be published in the newsletter to show welcomed
  - If they are not personally welcomed, we will list the address and state they received basic packet due to not being able to personally welcome them.