

First Steps to Creating a New Neighborhood Association



- 1. Form a Start-up Committee.** Get together an initial group of neighbors who have a genuine interest in neighborhood involvement. This committee will meet to establish the purpose and boundaries of the association.
- 2. Outreach to the Neighborhood.** You could spread the word through a variety of means, including; door to door canvassing, hosting a small event, posting flyers in the neighborhood schools & shopping centers, or conducting a neighborhood needs survey. Be sure to start a database for contacting neighbors & businesses.
- 3. Prepare for the General meeting.** Work with the Neighborhood Resources Coordinator (NRC) for your area. The NRC has helpful information on running effective meetings, as well as samples of agendas, committee forms, neighborhood surveys, and more. Agree upon roles for the first meeting (facilitators, note takers, etc.) Some suggestions: Plan to provide time for neighbors to get to know one another. Work with the City to have representatives from City Departments present, if desired. Consider asking a local business could donate refreshments.
- 4. Hold the first General meeting.** The Start-up Committee can introduce the purpose & boundaries of the association. As a group, discuss the vision of the association. Establish & prioritize goals for the neighborhood. Select initial action committee (Consider establishing one committee to address your first major issue/goal or project, & developing more once that issue has been effectively resolved). Agree upon future meeting dates. Bring useful information about the neighborhood (upcoming activities at the school or community center). Don't forget to provide opportunities for input from all attendees throughout each the discussion topics. Invite neighbors to be part of the Start-up Committee. Establish a means to contact attendees.
- 5. Get moving!** Following the initial meeting, the action committee should meet & begin working toward resolving their issue/project. Once effectively addressed, celebrate your victory with the neighborhood! The Start-up Committee should begin planning for the next meeting's agenda. Continue to work toward expanding the membership base. Don't forget to have fun! An effective association encourages neighbor participation by addressing relative issues, getting things done & making community involvement an engaging process.

