

Neartown Civic Clubs

Current and Best Practices

Neartown has 18 member Civic Clubs, each of which has its own bylaws, dues structure, communications structure, and meeting schedule. This means that “the wheel” has been re-invented at least 18 times in search of that most elusive “best way”. Why not pool our experiences to see what works well and what does not with the ultimate goal of compiling a list of real world resources and solutions that we can all share to improve our neighborhood?

Common Civic Club Tasks

- Maintain a membership roster and contact list
 - Track membership and renewal
 - Disseminate information
 - Maintain critical contacts at City and local businesses
- Communicate Neighborhood News
 - Newsletters, flyers
 - Who produces, how often, how much cost
 - Online, printed, or both
 - How are they distributed
 - Website
 - Who produces, maintains, hosts the site
 - How often updated
 - “static” or “interactive”
 - What platform
 - WordPress
 - “Home brewed”
 - Custom commercial site
 - Do you have a mobile version – i.e. – for smart phones or tablets
 - Email
 - Who maintains list
 - Where is list maintained
 - Who has access to list
 - Hosted service (Zoho, Constant Contact, etc.)
 - Presence in online social media
 - Facebook
 - Twitter
 - Nextdoor
 - Who maintains, “polices” your presence
 - Communications with City Council

- How is your Civic Club represented before City Council?
- Membership sign-up, dues, and renewals
 - Who is eligible to join
 - How are dues paid
 - Cash, check, credit or online
 - Mail
 - Online
 - What service do you use
 - How much does service cost
 - Membership drives, incentives
 - How do you market to new members
 - How do you encourage timely payment of renewals
 - How successful are your current methods
- Meetings and Events
 - How often do you have formal business meetings
 - How often do you have social events or meetings
 - Do you participate in National Night Out
 - Are your social events free or do you charge a fee
- Governance
 - How many Board Members do you have
 - How often are elections
 - On average how long does a Board Member serve
 - How do you recruit and train new Board Members
- Neighborhood Identity
 - Street Sign Toppers
 - Neighborhood Marquee Signs

Big Projects

Please list any “Big Projects” your Civic Club is or has been involved with. Examples – a CIP, establishing an Historic District, establishing, rehabbing, or maintaining a Park or community garden