

4CNA Committee & Role Definitions

General Board Member

A General Board member is responsible for:

- Understanding the business of the organization and being aware of key developments
- Attending and participating in board meetings.
- Being active in the organization, such as by attending functions or events as a representative of our organization.
- Through delegation from Executive Board Members or volunteerism, taking on tasks and responsibilities related to the Board as expertise, time, and comfort level permit.

What makes a good General Board Member?

1. Expertise in a specific area which can help the Four Creeks NA organization.
2. Leadership and management experience.
3. Commitment to the Four Creeks NA.
4. Time and energy to devote to board duties.
5. Integrity and lack of a conflict of interest.

Land Use Committee

How land is utilized and developed has a tremendous impact on the character of our neighborhood. It affects our resources, our safety, and our quality of life. The Land Use Committee has the critical responsibility of understanding and communicating land use information to the Board and general membership.

The work of the Land Use Committee empowers 4CNA to address concerns regarding proposed developments in an effective way. The Land Use Committee accomplishes their goals by:

- Receiving land use notices from the Clark County Public Works Department.
- Reviewing and analyzing proposed development to understand how it may impact the neighborhood, both positively and negatively.
- Presenting their findings to the board and general membership in an easily digestible form.
- Working with the board and general membership to create appropriate action plans.

Public Safety Committee

Residents' safety and quality of life are inextricably tied to the level of crime experienced, and even perceived, in their neighborhood. We must work together to proactively reduce crime and residents' perceived vulnerability to improve quality of life within our neighborhood.

The purpose of the Public Safety Committee is to keep our Neighborhood a safe place to live. The Public Safety Committee accomplishes their goals by:

- Working with key contacts from the following institutions to provide current information to the association:
 - Police
 - Fire
 - Medical/First Aid
 - Mental Health
- Identifying and providing access information for police, public safety, victim assistance, and other resources in our area.
- Educating the public on disaster preparedness and helping residents to plan for emergencies, in coordination with the departments mentioned above.
- Identifying and communicating safety concerns to the general membership and/or to the appropriate government entity.
- Distributing crime and crime prevention statistics to the general membership.
- Actively participating in working groups (often involving police, city officials, elected leaders, neighbors and/or other civic associations) to address specific safety/crime issues.

Transportation Committee

Traffic and transportation infrastructure significantly impact the daily lives of residents. The primary function of the Transportation Committee is to identify transportation issues, communicate them to the board and general membership, and assist in seeking resolution. The Transportation Committee accomplishes their goals by:

- Identifying traffic and transportation infrastructure issues such as
 - Traffic jams at particular times of day, places, or event sites
 - "Cut-through" traffic
 - Speeding
 - Intersection conflicts and dangers
 - Conflicts between residential and commercial traffic in the neighborhood
 - Conflicts among vehicles, pedestrians, bicycles, etc...
- Understanding and communicating the impact of transportation infrastructure projects on residents.

- Helping to ensure minimal impact to residents for transportation infrastructure projects
- Tracking the success of transportation infrastructure projects to ensure that the projected benefits are received, especially for negatively impactful projects, to ensure accountability.

Volunteer Coordinator

The Volunteer Coordinator invites residents into the neighborhood association, builds a list of resident resources that we may call on to help with events, and manages volunteers at those events. Those who enjoy working with people, who are skilled at remembering faces and names, and/or who already know a lot of residents may have the easiest time filling this role.

Newsletter Editor

The Newsletter Editor works with the executive board and committee chairs to write the newsletter. The newsletter does not exist at the moment, but the 4CNA executive board envisions a single page, sent monthly to all residents and posted on the website. A successful Newsletter Editor will have strong writing skills, be self-motivated, and be able to meet due dates.

Website / Social Media Manager

Manages our Four Creeks NA website and social media accounts by:

- Updating content as needed
- Responding in a professional manner to website/social media users who reach out to our organization through these platforms.
- Developing content for these platforms, both graphic and editorial.
- Analyzing data related to traffic patterns, feedback, and usage related to these platforms.

What makes a good Website / Social Media Manager?

1. Tech Savvy
2. Organizational Skills
3. Eye for Design
4. Good writing skills
5. Creativity
6. Data Analysis