



Darcey McLaughlin, President

Stacy Schaffer-Helmer, Vice President

Karen Breen-Bondie, Secretary

Katrina Collins, Treasurer



## Block Director Guidelines

1. Respond and relay pertinent information to board of directors from neighbors.
2. Communicate with neighbors. Encourage their participation in activities such as:
  - a. The annual block party and block sale (usually held every 18 months);
  - b. WPIA annual meeting in the spring;
  - c. Any active committee outlined in #3.
3. Consider participation in committees, such as:
  - Beautification Award Committee
  - Block Party Committee
  - Block Sale Committee
  - Communications Committee
  - Nominations Committee
  - Snow Plowing Committee
4. Collect annual dues for your block between September 1<sup>st</sup> and December 31<sup>st</sup> for the coming year. Feel free to use this [dues collection flyer template](#).
5. Attend meetings, usually two per year.
6. Check email on a regular basis for information relative to the Association.
7. Distribute newsletters and flyers in a timely manner and remember that we cannot deliver any materials in mailboxes (mail slots, yes). Always include your name and contact information (address, phone and email address) and our website ([www.wpiaferndale.org](http://www.wpiaferndale.org)) on all correspondence. Use the template (above).
8. Set up luminaries or make arrangements with neighbors to help you set up luminaries. Luminary supplies are purchased by Bill and Carol Frederick. They contact each block director in December to let them know that the supplies can be picked up at their house.
9. Submit pictures and articles for the WPIA newsletter and encourage your neighbors to do the same, especially if they are of a historical nature.
10. Keep the address listing up-to-date with names, phone numbers and email addresses of residents on your block and submit changes to the treasurer when dues are submitted.
11. Welcome new neighbors with any extra copies you may have kept of the WPIA Newsletter, "homestead", introduce yourself as a WPIA block director, explain what we do and bring them copies of any extra newsletters you may have kept over the last few years. Refer them to our website for more information: [www.wpiaferndale.org](http://www.wpiaferndale.org).
12. Feel free to enlist the help of your neighbors.
13. Prior to vacating your position, please attempt to find a replacement and acclimate him or her. You are the first line resource for knowing which of your neighbors would be best suited to represent your block on behalf of the Association. Relay information to president.