



Neighborhood Activity Coordinator Program

PROGRAM PURPOSE

To provide a communication link between the LARCS Board of Directors and staff as it relates to LARCS Neighborhood Events and Activities, and to recognize the volunteer efforts as Ranch Hand Volunteers.

PROGRAM BACKGROUND

Since the roles and responsibilities of the LARMAC Neighborhood Representative Program has evolved to focus entirely on the key role of serving as the voting representative for their neighborhood for the LARCS and LARMAC annual elections, there is a need to ensure that Neighborhood Activities have a communication link to LARCS. The LARCS Board has directed LARCS staff to coordinate with the Ranch Hands Volunteer Committee to ensure this program ties back to the Ranch Hands Volunteer Program and neighborhood volunteers receive frequent communication from LARCS and are recognized as LARCS Ranch Hand Volunteers.

The Neighborhood Activity Coordinator can be a Neighborhood Representative or another resident of the neighborhood who agrees to assume the responsibility for coordinating neighborhood activities, such as:

Neighborhood Entry into the July 4th Parade
Neighborhood Holiday Decorating Contest

Fall Scarecrow Decorating Contest
Neighborhood Block Party

The Neighborhood Activity Coordinator must be registered with LARCS in order to receive reimbursement for a Neighborhood Block Party.

Key benefits/responsibilities of the Neighborhood Activity Coordinators

- Serve as the LARCS point of contact for their individual neighborhood to disseminate information about LARCS signature events and volunteer opportunities to their neighborhood.
- Coordinate events and activities in their neighborhood to include annual block parties, holiday decorating contest, and more.
- Attend Ranch Hands Volunteer Program meetings designed to occur two (2) times annually to share ideas, obtain the latest updates on LARCS events and additional volunteer opportunities and community Outreach projects.

QUALIFICATIONS

Anyone wishing to serve as a Neighborhood Activity Coordinator must satisfy the following requirements:

- An Owner or Renter of a Lot or Condominium in the Neighborhood the person wishes to represent.
- Be a member in good standing with LARCS and LARMAC.
- Exhibit respect, professionalism and courteous behavior to other residents, board/committee members, volunteers, vendors, LARCS staff, and any other Persons involved with LARCS and LARMAC.

NEIGHBORHOOD ACTIVITY COORDINATOR IDENTIFICATION AND RECRUITMENT

All interested Neighborhood Representatives must complete the Neighborhood Activity Coordinator Application Form and submit to LARCS staff. The application process is open to all interested residents if the Neighborhood Representative has signed off to not serve in this dual role for their Neighborhood. In the neighborhoods where there may be more than one applicant for this volunteer position, the LARCS staff will coordinate with the LARMAC staff to ensure that the Neighborhood Representative provides input prior to the LARCS Board final selection and appointment of that Neighborhoods Activity Coordinator.

PROGRAM GUIDELINES

- The Neighborhood Activity Coordinator must complete the Neighborhood Activity Coordinator Application and be approved by the LARCS Board of Directors to ensure communication from LARCS about LARCS events and activities of interest to the neighborhood.
- The Neighborhood Activity Coordinator must attend up to two (2) Ranch Hand Volunteer Program meetings per year to ensure clear communication and adherence to the program guidelines.
- The Neighborhood Activity Coordinator must ensure that ALL residents residing in the neighborhood are invited to ALL neighborhood events and activities.
- The Neighborhood Activity Coordinator is a one year annual appointment by the LARCS Board but can serve subsequent years in the role as Neighborhood Activity Coordinator by re-submitting the application.