

## Board Member Contact Information

---

Each year Southeast Uplift mails a packet to neighborhood secretaries to assist with the process of collecting contact information from new board members after the annual elections. Neighborhood associations are required by the city to provide SE Uplift with accurate and up-to-date information about board officers. This information is used both for SE Uplift's internal database for future communications and also for city bureaus so that they can communicate pertinent information to the appropriate parties in each neighborhood association. Below you will find an example of the letter, which is sent out explaining the process.

### **Dear Neighborhood Association Secretary,**

Each year as new board members are elected and returning board members shift positions, it's important to collect contact information in a timely manner. This information is necessary to update both SE Uplift and city records and communications to accurately reflect the composition of the board.

As you may know, it's often a challenging process to track down this information and effectively explain why contact information is collected and how it will be used. We are sending each neighborhood association this packet, which we hope will make the process more transparent and easier for you to collect information from incoming board members and get that information back to SE Uplift.

This packet contains:

- One form for each board member to fill out and return to you on election night.
- One postage paid envelope to return the completed forms to SE Uplift.

Please follow these three steps:

1. On election night, hand out forms to all board members (both new and returning)
2. Allow time for individuals to read the information provided and fill out their personal contact information. Collect forms from each board member as they are completed.
3. Compile the completed board member forms and mail them back to SE Uplift in the prepaid envelope provided.

Here are a few talking points to introduce this process to your board:

- As neighborhood association board members, you are required by the city to provide contact info.
- SE Uplift has created a handout with details about why contact info is collected, how it is used and what your options are when providing this info.
- Once you have read this information at the top, please complete the bottom portion with your contact info, noting info that is "Private" for SE Uplift's internal records.
- Rip off the top portion to retain for your records. The bottom portion will be collected so that neighborhood association records can be updated accordingly.