

Ednor Gardens-Lakeside Civic Association

Nominating Fact Sheet

1. What are the positions on the Ednor Gardens-Lakeside Civic Association Board of Directors?

Elected positions include:

- President
- First Vice-President
- Second Vice-President
- Secretary
- Treasurer
- Sargent-at-Arms
- Ednor Gardens Representative
- Lakeside Representative

The Chairs of Standing Committees may also serve on the Board of Directors. The bylaws stipulate that the Board President appoints those positions and community residents generally volunteer for these roles.

2. How do I express interest in one of these positions?

- Review the attached position descriptions and select a position
- Complete the nomination form
- Submit the form to the Nominating Committee Chair, Alex Garcia via email at Nominating@ednorgardenslakeside.org. Forms may also be mailed to Nominating Committee, EGLS Civic Association, P.O. Box 7204, Baltimore, MD 21218.
- Nominations may also be taken from the floor on the evening of the elections.

3. What is the length of the term for each position?

Currently, all positions are one (1) year, but candidates may choose to run for re-election when the term expires. There is a proposed change to the bylaws, which the membership will vote on at the September meeting, that would make board terms two-year terms with one-half of the board being elected in odd-numbered years and the other half elected in even-numbered years. If it passes, terms will be two years.

4. What is the frequency of Board meetings?

The board meets monthly (currently on the second Tuesday of each month).

5. Who is eligible to run for open positions?

All members of the Ednor Gardens-Lakeside community, who are current on their membership dues are eligible to run for office.

6. Who is eligible to vote in the election?

All members of the Ednor Gardens-Lakeside community, who have paid membership dues for the current year prior to the November election are eligible to vote in the election.

7. When and where will elections take place?

Elections will take place at the November 21st Association meeting, beginning at 7:30 p.m. at Our Saviour Lutheran Church, 3301 The Alameda, Baltimore, MD 21218

Ednor Gardens-Lakeside Civic Association

Board of Directors Position Descriptions

Overview

Ednor Gardens-Lakeside was incorporated in 1927 and is celebrating its 90th anniversary this year. The community is rich in diversity and history. Many of our neighbors have called this community home for decades and many others are new to the community. We pride ourselves in creating a diverse and inclusive community for all residents, families, and visitors.

Located in Northeast Baltimore, our community's borders are East 33rd Street (south), Ellerslie Avenue (west), Argonne Drive and Roundhill Road (north) and Hillen Road (east).

General Responsibilities of all Board Members

The Ednor Gardens-Lakeside Civic Association Board of Directors is a working board. In addition to each member of the community board fulfilling his/her respective responsibilities as set forth below, it is expected that each officer:

- Attend and actively participate in monthly meetings of the Community Board of Directors and bi-monthly community meetings.
- Take a leadership role in one or more of the standing committees and appropriate special committees (based on board members' time and talents).
- Represent the community at events or with other organizations in which Ednor Gardens-Lakeside has a stake.
- Assist with keeping neighbors informed about issues affecting the community.
- Meet with law enforcement, elected officials, community leaders, and residents, when needed, regarding community safety issues.
- Plan activities designed to bring neighbors together to get to know each other and create a more inclusive and enjoyable community.
- Volunteer at Board-sponsored events and neighborhood events.
- Assist with setting up systems for the managing the Association
- Provide updates on areas of responsibility through the EGLS newsletter and/or at Association meetings.

President

- Preside at all meetings of this Association and of Community Board of Directors;
- Be a member, ex-officio, of all committees except the Nominating Committee;
- Appoint Auditing, Special and Standing Committees and a Historian
- Be responsible for preparing the Agenda for the monthly meeting of the general membership and for the Community Board of Directors.

In addition, the incumbent serves on:

- The GEDCO Stadium Place Board
- The Northeast Community Organization (NECO) Board
- The Waverly Village Fair Planning Committee
- The Waverly Business Area Urban Renewal Plan Working Group
- The Strong City Baltimore Neighborhood Institute Community Advisory Board

First Vice President

- The 1st Vice President shall act as an aide to the President, shall perform the duties of the President in the absence or inability of that officer to serve.

In addition, the incumbent:

- Coordinates with other community partners on citywide issues that affect EGLS
- Creates social opportunities for EGLS residents to connect with other nearby neighborhoods

Second Vice President

- The 2nd Vice President shall act as an aide to the President, shall perform the duties of the President in the absence of both the President and 1st Vice President.

In addition, the incumbent:

- Developed and maintains a list of properties of concern including vacant properties; follow up with Baltimore City Department of Housing and Community Development.
- Meets with the owners/managers of neighborhood rental properties to raise residents' and neighbors' concerns about trash, crime, etc. Follow up with management to encourage accountability.

Secretary

- Keep a record of all meetings of this Association and its Community Board of Directors and reports when called upon to do so;
- Make a necessary number of copies of the Agenda available to the President prior to each general meeting.
- Maintain a file of all written minutes, reports, and agendas;
- Be responsible for drafting and preparing all outgoing correspondence of the Association;
- Receive all incoming correspondence for the Association and bring it to the attention of the Community Board of Directors and/or General Membership for action; and
- Be responsible for maintaining copies of all correspondence and agendas. All copies of correspondence and agendas shall be filed with the Secretary.

In addition, the incumbent:

- Corresponds with Association members and other neighbors to share minutes of the community meetings, allowing residents who were unable to attend to stay up to date.
- Posts minutes of the community meeting and board meeting online for further distribution.
- Coordinates purchases for all Association events.

Treasurer

- Receive all monies of the Association;
- Deposit promptly all collected funds with the Association's fiscal sponsor (Strong City Baltimore)
- Keep an accurate record of all receipts and expenditures;
- Make payment arrangements for expenditures.
- Present a financial statement of accounts at meetings of the Association.
- Deliver the Treasurer's book and all other records and material to the incoming Treasurer

In addition, the incumbent:

- Developed and maintains the list of members and other Association contacts
- Supports Association fundraising activities and develops material to promote Association events.
- Monitors the Association's mailbox for dues, other payments, and inquiries.

Sergeant-at-Arms

- Keeps order at the meetings of the association
- Chairs the Auditing Committee

In addition, the incumbent:

- Provides a historical perspective of Ednor Gardens-Lakeside and previous Board operations

Ednor Gardens Representative

- Act as a liaison between the Association and the Ednor Gardens section of the Association.
- Report to the Board of Directors about any problems or concerns of the residents of the Ednor Gardens section of the Association.
- Report to the Board and the general membership about any programs or activities that will assist the Association in accomplishing its goals for the neighborhood.

In addition, the incumbent:

- Co-manages the Block Captain/Ambassador program
- Organizes monthly social gatherings in the community

Lakeside Representative

- Act as a liaison between the Association and the Lakeside section of the Association.
- Report to the Board of Directors about any problems or concerns of the residents of the Lakeside section of the Association.
- Report to the Board and the general membership about any programs or activities that will assist the Association in accomplishing its goals for the neighborhood.

In addition, the incumbent:

- Co-manages the Block Captain/Ambassador program
- Meets with the owners/managers of neighborhood rental properties to raise residents' and neighbors' concerns of about trash, crime, etc. Follow up with management to encourage accountability.

Committee Position Descriptions

All committees are seeking volunteers. Additionally, **some committees are also seeking Chairs.**

Block Captains/Ambassadors

LakesideRep@ednorgardenslakeside.org or EdnorGardensRep@ednorgardenslakeside.org

Co-chairs: Ednor Gardens Rep and Lakeside Rep

Block Captains are an integral part of fostering a strong sense of community in our neighborhood. Being a Black Captain does not require much of your time. It mostly gives you a good excuse to get to know your neighbors and build a supportive network on your street.

Block Captain responsibilities:

- Introduce yourself to your neighbors as an Ednor Gardens-Lakeside Block Captain
- Be a source of information for community matters—such as community meetings and events, street cleaning, trash pick-up days, and how to call for bulk trash pick-up—to neighbors who may not have this information.
- Keep an eye on senior citizen neighbors or others who may need additional support.
- Report suspicious activity to the Baltimore City Police Department by calling 911 and communicate issues to the Ednor Gardens-Lakeside Board members.
- Encourage neighbors to meet and get to know one another.

Communications Committee

Communications@ednorgardenslakeside.org

Chair: Arthurine Walker

The Communications Committee will be responsible for writing the EGLS Newsletter and updating the EGLS website and social media accounts to keep neighbors informed about community happenings, events, and activities. The committee will work with the Ednor Gardens and Lakeside Reps to ensure that material that is posted online is also shared with the Block Ambassadors for further distribution. The committee will also be responsible for developing a brand for the Association.

Events Committee

Events@ednorgardenslakeside.org

Seeking Chair

The Events Committee will organize events and activities that bring community members together to get to know each other and to promote a positive and safe community.

Fundraising Committee

Fundraising@ednorgardenslakeside.org

Seeking Chair

The Fundraising Committee will assist with identifying and pursuing potential fundraising opportunities through grants, events, or other prospects.

Gardening Committee

Gardening@ednorgardenslakeside.org

Seeking Chair

The Gardening Committee will re-establish the Ednor Gardens-Lakeside Garden Tour so that those with green thumbs can show off the beautiful results of their handiwork to the greater community.

Housing Committee

Housing@ednorgardenslakeside.org

Seeking Chair

The Housing Committee will work with Block Captains to identify and track all vacant and unoccupied homes in the community to deter squatting and provide information to Strong City Baltimore so that they may advocate for speedy and positive outcomes for the community.

Membership Committee

Membership@ednorgardenslakeside.org

Seeking Chair

The Membership Committee assists with recruiting new members for the Association by sharing information with residents about the work and benefits of the Association. The committee maintains the membership list, issues membership cards, sends out notices of upcoming membership meetings, welcomes new residents to the neighborhood and introduces them to Association membership.

Nominating Committee

Nominating@ednorgardenslakeside.org

Chair: Alex Garcia

The Nominating Committee is responsible recruiting candidates to serve on the Board of Directors of the Association. The Committee compiles relevant information on each the candidates for the elected positions on the Board of Directors and shares that information with community residents so that they may make an informed decision.

Safety Committee

Safety@ednorgardenslakeside.org

Chair: Brian Weiser

The Safety Committee hosts Good Neighbor Walks and organizes Citizens on Patrol (COP). COP functions as the Ednor Gardens-Lakeside neighborhood crime watch program. This program is jointly administered by the Civic Association and the Baltimore City Northeast Police District. As part of COP, Ednor Gardens-Lakeside residents can volunteer for evening shifts to patrol the neighborhood in their vehicles, which can be identified by patrol signs placed on the car. COP volunteers have the direct phone numbers of the police officers on duty during their evening shifts and can call them to report suspicious activity. The visibility of the patrol cars also alerts potential criminals that residents are watching.

Youth Committee

Youth@ednorgardenslakeside.org

Seeking Chair

The Youth Committee works with the leadership of neighborhood schools, parents, and youth to promote and support education, positive youth development and youth engagement in the community. The committee also works to develop relationships between youth and adults in the community.

Other Committees

President@ednorgardenslakeside.org

If you see a need in the community that you believe you and a group of committed citizens can help to address, please email the board president about your interest in starting a committee.

Ednor Gardens-Lakeside Civic Association Nomination Form

Name _____

Address _____

Phone _____ Email _____

Position of Interest (please select one):

- | | |
|--|--|
| <input type="radio"/> President | <input type="radio"/> 1 st Vice President |
| <input type="radio"/> 2 nd Vice President | <input type="radio"/> Secretary |
| <input type="radio"/> Treasurer | <input type="radio"/> Sergeant-at-Arms |
| <input type="radio"/> Ednor Gardens Representative | <input type="radio"/> Lakeside Representative |

1. Why are you interested in the position you selected?

2. What skills and experience will you bring to the position?

Name: _____

3. What ideas or goals do you have for the position?

4. What ideas or goals do you have for the Association that you can help to fulfill?

Please return this form:

By Mail to:
Alex Garcia, Nominating Chair
EGLS Civic Association
P.O. Box 7204
Baltimore, MD 21218

Or

Via Email:
Nominating@EdnorGardensLakeside.org

Ednor Gardens-Lakeside Civic Association Committee Interest Form

Name _____

Address _____

Phone _____ Email _____

Committee(s) of Interest (check all that apply):

- | | |
|---|--|
| <input type="radio"/> Block Captain/Ambassadors
LakesideRep@ednorgardenslakeside.org | <input type="radio"/> Housing
Housing@ednorgardenslakeside.org |
| <input type="radio"/> Communications
Communications@ednorgardenslakeside.org | <input type="radio"/> Membership
Membership@ednorgardenslakeside.org |
| <input type="radio"/> Events
Events@ednorgardenslakeside.org | <input type="radio"/> Nominating
Nominating@ednorgardenslakeside.org |
| <input type="radio"/> Fundraising
Fundraising@ednorgardenslakeside.org | <input type="radio"/> Safety
Safety@ednorgardenslakeside.org |
| <input type="radio"/> Gardening
Gardening@ednorgardenslakeside.org | <input type="radio"/> Youth
Youth@ednorgardenslakeside.org |

The committees listed above welcome all community residents interested in volunteering. The information below is optional, but may help us to identify special needs of the Association that you might fulfill.

Please share any ideas you have about the committee(s) you selected above.

Please share any special knowledge or skills that you possess that could be helpful to the committee (e.g. graphic design or fundraising experience).

Return by mail to: Committees, EGLS Civic Association, P.O. Box 7204, Baltimore, MD 21218
Return by email to: the email listed under the appropriate committee above