



Neighborhood Association Liaison/ Representative

Southeast Uplift Board Member

Welcome to the SE Uplift Board! You have been appointed by your Neighborhood Association to act as a liaison between your Neighborhood Association Board and the coalition it is a part of. This comes with a lot of opportunity to develop your leadership and organizational management skills, support your community, amplify advocacy efforts, and more. That said, it also comes with a lot of extra responsibility because it means you are now a board member on two related, but separate, non-profits! Don't worry, we are here to help.

SE UPLIFT MISSION: To collaborate with the SE Portland community to build informed, inclusive, and participatory neighborhoods that support our social and ecological well-being.

The Basics of the Role. As a SE Uplift Liaison/Representative for your Neighborhood you are committing approximately 3-7 hours a month to the role and are agreeing to:

- Attend SE Uplift's 2-hour monthly board meeting held the first Monday of the month (except in December and August).
- Attend an orientation to learn more about your role as a board member of a non-profit. (Trainings are offered by SE Uplift periodically).

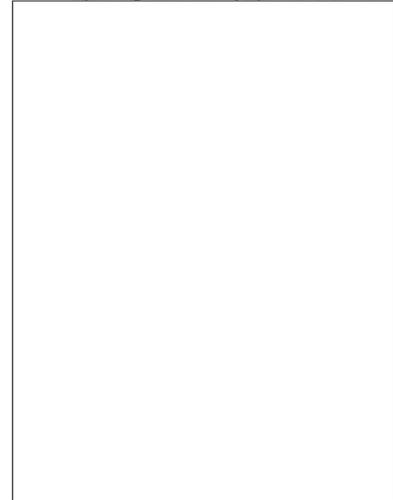


- Review and sign onto to SE Uplifts Diversity, Equity, Inclusion, and Accessibility (DEIA) Statement and DEIA Code of Ethics.
- Periodically volunteer extra time and energy to support SE Uplift by: participating in board committees, supporting SE Uplift events and programming, and generally acting as a spokesperson for the organization.
- Agree to govern the organization and uphold its mission and value (this is a big one, see details below).

The Depth of the Role.

The SE Uplift Board governs the organization and is responsible for upholding the mission and values in all polices, programs and practices. This includes:

- ❖ Assuring the coalition's services and programs are responsive to *all* neighborhood and community concerns and interests.
- ❖ Serving as emissaries to communicate with and engage neighbors in coalition programs and projects.
- ❖ Involving coalition neighborhood associations, community groups, and neighbors in working together on big picture vision, goals and projects to strengthen our community for everyone in our coalition area.
- ❖ Serving as an advocate in the public policy arena concerning land use, transportation, social justice, and other livability issues.
- ❖ Participating on Board Committees as needed (ie. Finance, Board Development, Houselessness)
- ❖ Consider serving as an officer of the Board (ie. Chair, Vice Chair, Treasurer or Secretary)
- ❖ Administrative responsibilities required for the organization to function and thrive such as overseeing the coalition's finances, conducting strategic planning, support hiring of



the Executive Director, and meeting the requirements of the annual grant received from the City of Portland.

Tips and Tools for Navigating this Role.

Pro Tip #1, Navigating multiple priorities: In this role you will be wearing a number of hats. You are often asked to speak for your neighborhood association (NA), “represent them”, and vote on their behalf. However, as a board member of SE Uplift you are also responsible for making decisions in the best interest of the organization and the community it serves. These may come in conflict at times. It’s best to inform your neighborhood association of the potential for conflict and discuss how they want you to communicate and handle major conflicts. Setting expectations and talking about shared values before a hot topic comes up helps you be prepared. On-going communications, like updates/conversations during board meetings is a great way to stay transparent and manage your obligations as a board member to SE Uplift first, and your liaison role to your NA board second.

For example, if both your NA and SE Uplift value equity. When it comes times to disseminate grant funding, you know voting to award grants to historically underrepresented groups will be supported even if your NA doesn’t receive any funds.

Pro Tip #2, Balance obligations: It can be difficult to find time to meet the needs of your neighborhood association (NA) board and the SE Uplift Board. Consider soliciting support from other Board members or interested community members to help with volunteer obligations or with SE Uplift committees. If you are concerned you are not able to accommodate both roles, consider finding someone who able to dedicate the time required for both roles.



Pro Tip #3, Representative vs. Participatory Organization: Understanding the role of your non-profits, and how they fit into civic engagement in the City of Portland is important for setting expectations with yourself and your neighbors. SE Uplift, and neighborhood associations have an important and long-standing role in our community. They are entities that connect people, share information, and give a voice to neighbors who know how, and feel comfortable, seeking our services. It's also important to recognize that neighborhood associations and SE Uplift are not representative of all who live in their neighborhood(s) boundary and should not assume that a board vote speaks for anyone except those who have engaged with the NA/SE Uplift and shared their perspective(s). The NAs and SE Uplift's role as a participatory organization is powerful and important but is limited to speaking for only those who participate in that organization/system. To misrepresent that truth discredits the NA and SE Uplift and the good work being done.

Pro Tip #4, Take advantage of opportunities: As a capacity building organization, SE Uplift spends a lot of its resources providing education, skill building opportunities, and trainings to build leadership skills in the community. Additionally, SE Uplift connects with community organizations, groups, government bureaus, and individuals across our coalition area. These opportunities create a great opportunity to network, build connections, and grow in your leadership role.

Additional Resources

- ★ For more information about the [SE Uplift Board](#) and [your role](#) is on our website.
- ★ More about our [mission and values](#).
- ★ Curious about what SE Uplift does? Sign up for our E-News [here](#)
- ★ We have an event calendar [here](#).
- ★ Contact the [Executive Director](#) for New Board Member Orientation information.

