

The Greater Oak Hills Civic Association Committee Duties

The following shall be regular standing committees, with other committees created from time to time. The committees are to be comprised of voluntary members.

1. Membership Committee

The Membership Chair shall collect dues and maintain a record of membership. The full membership dues are set at the annual board meeting for the coming year and approved by the membership at the General Membership Meeting. Membership shall be by a calendar year, January through December. The membership chairman is responsible for mailing dues invoices to all residents addressed as "Oak Hills Neighbor" in January. This makes sure everyone occupying a home receives the information instead of it being forwarded to a past resident. A small self-addressed return envelope is included with the invoice. A reminder notice is sent to all who have not joined in March. The invoices are mailed first class to assure prompt delivery. Only those members who are current in payment of dues shall be eligible to vote. Dues are to be collected each year and must be paid prior to or at a General Membership Meeting. Dues, which can include special assessments, can be increased upon majority vote of the Members present at the General Membership Meeting. A list of all paid members should be available at membership meetings to confirm membership if needed. Payment of dues constitutes membership.

2. Newsletter Committee

The Newsletter Committee, led by the Chairman, collects information from the various chairs and President for a quarterly (or less) newsletter/flier. News from the Lake Association may also be collected. The newsletter is then printed (free we hope) and given to the two Block Captains for distribution.

3. Safety Liaison Coordinator

It is the job of Safety Liaison coordinator to arrange sheriff patrols to help deter criminal activity. The patrols also watch for speeding vehicles in the neighborhood. Our neighborhood is also made aware of ways to keep our home and family members safe. Neighbors are encouraged to get to know one another and help one another by watching for any suspicious or unusual activity and reporting it to the proper authorities. The safety Liaison can also encourage and organize a neighborhood watch program.

4. Beautification Committee

The sole purpose of the Beautification Committee is to implement the necessary improvements and continuous upkeep, at all entrances and other common ground areas. The Beautification Chairman directs the committee and oversees the hiring of a grass maintenance worker, maintains landscaping of the neighborhood common ground areas, renovates existing flower

beds for seasonal plantings, oversees sign placement/repair and placement of seasonal holiday decorations. A "Yard of the month," award and seasonal contests will be judged by this committee. Those whose yard and/or decorations have won, will be awarded recognition or gift certificates for use at a local nursery. Members only are eligible for these contests.

This committee strives to provide incentives which will promote participation in the upkeep and beautification of our neighborhood. We hope to increase every homeowner's interest in the beautification of their own yard, and add aesthetic value to one of the most desired and beautiful neighborhoods in South Baton Rouge.

5. Social Committee

It is the job of the Social Chairman to direct the Social Committee in the planning of all social activities. Various residents of the neighborhood are asked to prepare refreshments as needed. Our yearly functions include Ice Cream social, Ladies Coffee, Couples Wine and Cheese (BOB) and "Santa Pics".

6. Regional Development Coordinator

The Regional Development Coordinator is responsible for monitoring city ordinances, rezoning requests to the Baton Rouge Metro Council, street expansions, and any other public policies that may affect our neighborhood. The neighborhood is advised of any important issues that could impact our neighborhood or any called meetings that should be attended by our neighborhood residents to express the views of our residents. The coordinator and the neighborhood are encouraged to be in close contact with our District 3 representative to the Metro Council.

7. Welcoming Committee

The Welcoming Chairman oversees a committee to Welcome all newcomers to our neighborhood and present them with a small gift from GOHCA, including membership information. Information concerning any residents moving out or moving in is also given to the Membership Chairman in order to keep our records as updated as possible. Residents and Block Captains are encouraged to inform the Welcoming Committee of any changes on their block.

8. Website Coordinator

The Website Coordinator has the responsibility to maintain our website and keep up-dated information from the GOHCA Officers, Board Members, and Committee chairmen, and provide other pertinent community and area news and/or functions. The Website Coordinator is also responsible for keeping the website current by paying the yearly amount due for annual hosting and domain name for the neighborhood website and submitting the receipt to the GOHCA treasurer and president for reimbursement. Posting of official business for GOHCA must be approved by the President before being published to the website.

9. Federation of Greater Baton Rouge Civic Associations Representative

Greater Oak Hill Civic Association pays yearly dues to be a member of the Federation of Greater Baton Rouge Civic Associations. It is the responsibility of the GOHCA representative to regularly attend the monthly meetings, voting on issues that may come up at the meeting, collect any pertinent information to our neighborhood and give a brief summary to the board and/or publish it on the GOHCA website. These meetings usually have a guest speaker on topics that are of interest to a majority of the Federation members. If the chairman is unable to attend the meetings, another board member or GOHCA member should be asked to attend. GOHCA pays a yearly fee to belong to the Federation of Civic Associations. FGBRCA meets at the BREC Tennis Center, 7505 Independence Blvd., at 7:00pm on the second Thursday of each month.

10. Block Captain Coordinators

There are two Block Captain Coordinators for GOHCA. The Block Captain Coordinators are responsible for getting and/or replacing block captain volunteers and keeping the block captains abreast of what is happening in the neighborhood so they can relay the information to their assigned neighbors. The Block Captain Coordinators are responsible for giving the block captains the number of newsletters/fliers, etc. needed for distribution within their block area.

The Block Captains are responsible for notifying the Block Captain Coordinator when anyone moves in or out of the neighborhood. They also deliver newsletters/fliers, help collect information for directories and encourage neighbors to join GOHCA.

11. Nominations Chairman

The Nominations Chairman is responsible for forming a committee of volunteer members to secure a slate of members who would be willing to serve on the GOHCA Board. At the General Membership Meeting, these nominees are presented, as well as any nominees from the floor, to be voted on by those members who are present at the General Membership Meeting.

12. Phone Tree Chairman

The Phone Tree Chairman will send out important messages for meetings, social events and warnings of break-ins or vandalism through the phone tree to everyone in our neighborhood, unless a resident has specifically stated they do not want to be contacted. A record of all contacts shall be kept and available at the General Membership Meeting (in case someone says they were not contacted you have the proof they were). All announcements must be approved by the President and Board of Directors.