



Dear Prospective Board Nominee,

You are receiving this because you have either expressed interest in serving in 20XX on the HSMNA Board of Directors, or someone has suggested you for consideration. You should have previously received an email from me letting you know that you have been identified as a good prospect. I have heard back from several, but not all. Thank you for your interest!

The Hollywood/Santa Monica neighborhood is known for fun, unique activities and for the incredible engagement of our residents in helping to create and maintain the “esprit de corps” you would hope for in a neighborhood.

The neighborhood association is a 501 (c)4, non-profit, membership-based neighborhood association, not a Homeowner’s Association. Membership and participation in HSMNA is entirely voluntary and we have no regulatory authority of any kind. We just work together to have fun and promote the common good for the neighborhood. As stated in our Bylaws:

The purposes of the Association are as follows: (a) to promote the well-being and protection of the neighborhood; (b) to promote the beauty and stability of the neighborhood; (c) to support civil and charitable institutions and other neighborhood organizations through neighborhood programs and volunteer support.

Expectations of Board Members

To accomplish our purposes and goals requires engaged leadership from our Board. As a Board Member, you would be asked to spend about 3 hours a month at the monthly meeting of the Board (always in the home of a Board Member) and to attend the Quarterly Meeting of the association in January, April, July and October. Additionally, Board Members are expected to actively participate in the work of one or more of our committees that provide the framework for almost all of our activities. These include:

- Social Committee: Works to put on the Christmas Party in December, the Spooktacular in October and other activities, such as Movie Night at Lindsley Park, as the need or desire arises. This is an area we are hoping to expand upon.
- Home Tour: An event that provides our primary source of revenue for activities and philanthropy throughout the year. Many people participate and volunteer for the event.
- Expanded Neighborhood Patrol (ENP): Also serves as our Crime Watch, monitoring crimes in the neighborhood and working with our ENP officers

- Membership: Tracks membership, partners with the block captains and membership communications, provides welcome baskets for new residents, and more.
- Code Compliance: Works very closely with the City Code Compliance to monitor construction activity in the neighborhood.
- Newsletter: A primary method of communication within the neighborhood. Contributions to the newsletter are always welcome for content and ideas.
- Website: Another primary method of communication both within the neighborhood and beyond.
- Budget: This committee is meets when necessary to review budgets and cash flow.
- Nominating: Identifies potential Board Members
- Conservation District: Considers the effectiveness of our CD and works closely with the City of Dallas to insure timely, fair application of the CD standards.
- Other special and limited term committees (ex: Bylaws Update) or other activities as may be deemed needed by the Board.

I hope you will consider joining the board! Attached you will find a short questionnaire to help us get to know you and your capabilities. This information, combined with a phone or in-person conversation with a current Board Member will be used by us to compile a recommended slate of prospective Board Members for an official vote of the membership at the Annual Meeting in January.

IMPORTANT: Per the Bylaws, anyone wishing to serve on the Board of Directors in 20XX MUST be a paid association member by December 31, 20XX.

If you were a member in 20XX, you should have a renewal notice in your email. Otherwise, please go to www.HSMNA.ORG

Thank you for your help and consideration. If you have specific questions or concerns, please feel free to email info@hsmna.org.

Nomination Chair
Hollywood/Santa Monica Neighborhood Association



HSMNA Board Questionnaire

Name:

Address:

Preferred Phone Number:

Email:

Profession/Occupation:

How long have you lived in the neighborhood?

Any other experience with Non-Profit Boards, past or present:

If so, did you hold any office?

Do you have any particular areas of expertise, experience, skill or interest that might be helpful to Board service?

Do you currently have any goals for the neighborhood or for yourself that you would like to accomplish through Board Service?