

## Neighbors United Leadership Functions

- Meeting Preparation**
- Set meeting location
  - Send out reminders about upcoming meetings
  - Arrive early to prepare space
- Meeting Facilitation**
- Gain feedback on which topics/issues might be pertinent to upcoming meeting
  - Create agenda
  - Print agenda copies
  - Print any additional meeting related materials (news articles, etc.)
  - Invite dialogue and action around agenda items
  - Encourage participants to hold responsibility for the emerging action items
  - Keep time during meeting
- Meeting Records**
- Take notes during monthly meetings
  - Compile meeting notes into succinct Meeting Summary
  - Send Meeting Summary to NU Listserv within 10 days of meeting
  - Print and place latest Meeting Summary in NU Binder
- Conflict Transformation**
- Mediate interpersonal conflicts
  - Field internal Neighbors United concerns
  - Surface & articulate internal communication & organization challenges
  - Personally embody & invite NU participants to hold the Community Covenant agreements as central to this process
- Organizational Advocacy**
- Field external Neighbors United inquiries (e-mail, Facebook, phone and direct mail)
  - Actively promote the priorities, values and programs of NU in Omaha
  - Actively seek and apply for funding opportunities for NU