

GREATER NILES VILLAGE

BUILT BY OUR MEMBERS, FOR OUR MEMBERS

We are a vibrant community of diverse neighbors who share our skills and support to navigate the challenges and opportunities of aging.

Yes! I want to get involved and to share my time, skills and support with GNV. I have checked my areas of interest below.

Name _____ **Phone** _____

Email _____

Return your completed form to GNV:

-Call Kathy Steel-Sabo 510 458-7357, or

-Scan and email to info@greaternilesvillage.org, or

-Mail to Greater Niles Village PO Box 2021, Fremont CA 94536

LEADERSHIP: Develop strategies, forge partnerships and identify activities for the growth and viability of GNV.

- ☐ serve on Board of Directors
- ☐ implement a board initiative
- ☐ lead a service project
- ☐ chair a committee
- ☐ develop Diversity-Equity-Inclusion strategy
- ☐ coordinate intergenerational program
- ☐ attend Village management conferences and meetings

ADMINISTRATION: Perform tasks to keep GNV running—there is no paid staff.

- ☐ answer GNV phone
- ☐ dispatch member and community volunteers
- ☐ enter data in QuickBooks and other financial records and reports
- ☐ coordinate background checks
- ☐ file tax and government forms
- ☐ lead annual budgeting process
- ☐ manage administrative software
- ☐ problem solve with members
- ☐ provide information and referrals
- ☐ maintain membership record
- ☐ utilize RunMyVillage software

HELPING HANDS: Assist Villagers who need practical support.

- ☐ respond to Service Requests made by phone or email
- ☐ identify relevant community resources
- ☐ expand GNV's individualized services
- ☐ design solution to member request
- ☐ provide transportation
- ☐ assist members with technology
- ☐ provide practical support in or outside member's home
- ☐ make friendly visits or phone calls

ACTIVITIES: Implement programs based on topics of mutual interest.

- ☐ organize a Gathering
- ☐ coordinate a casual get-together
- ☐ lead a Special Interest Group
- ☐ set up before or clean up after an event
- ☐ organize refreshments
- ☐ host an event at your home
- ☐ recruit speaker for educational meeting

OUTREACH AND PUBLICITY TEAM: Keep members connected to GNV and to each other and promote GNV in the community.

- ☐ table at community events
- ☐ recruit new members
- ☐ contribute to Gazette newsletter
- ☐ take photos at GNV event
- ☐ research topics of interest to members
- ☐ plan social activities
- ☐ maintain website
- ☐ develop marketing materials
- ☐ create invitations and announcements
- ☐ develop relationships with GNV champions
- ☐ leverage publicity opportunities

FACILITIES: Do you have a lead for a no- or low-cost

- ☐ storage space
- ☐ meeting space
- ☐ office space