

ACNA (Allen County Neighborhoods Association) Administration

<i>Commissioners</i>	Provide Support: attend planning meetings; share ideas and speakers; fund meeting expenses, copy/mail services; provide meeting place; a facilitator to work with ACNA (Public Information Officer- PIO)
<i>Public Information Officer</i>	Facilitator: coordinates and attends planning meetings, helps with ACNA meetings, contacts speakers, posts info on web site, sends publicity to Ft. Wayne news media, provides web site address to members for Video-on-Demand, a service recording the ACNA meetings
Coordinators	Attend planning meetings, generate topic ideas, lead ACNA meetings, coordinate with PIO and Helpers, e-mail announcements to members for meetings and other important neighborhood information
Helpers	
Secretary	Prepares meeting minutes, sends final copy to PIO for posting on Website after verification Coordinators.
Greeters (2)	Greet and check-in attendees, record attendee data to give to PIO who makes copies available to Data Recorder updating data files
Refreshment Host	Arranges for refreshments during ANA meetings (cost reimbursed by PIO)
Data Recorder	Updates computer records on Associations and attendees, available to PIO and coordinators, Maintains currency of records by making calls, getting lists of Neighborhood Associations from city and county personnel
Publicity Activist	Send information about upcoming meetings to news outlets in the County such as Waynedale paper, NE, NW, SE, SW papers, Promotes ACNA meeting attendance
ACNA Webmaster	Update ACNA web data, establish communication path with all individual members and provide a site map and facilitate access to many topics of interest to neighborhoods for viewing and printing

ACNA Website: <http://www.allencounty.us/neighborhoods-association>
 Video-on-Demand: <http://afw.pegcentral.com/>
 Recorder's office: www.allencountyrecorder.us/neighborhoods

Neighborhood associations' resource (Steve Denny, Autumn Chase): <http://www.associationtimes.com/index.htm>
 Free web page development: <http://www.webs.com/>

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