

21 November 2017

## The **Upper Fell's Point Improvement Association**

is a group of volunteer Baltimore neighbors  
organized as a fully registered 501c3 nonprofit Public Charity.

We are not a homeowners' association or private foundation  
and are independent of any political, sectarian, or commercial interests.

Officers are elected and must be voting members. Nobody is paid anything.  
Committee chairs may be anyone willing to volunteer.

### **UFPIA OFFICERS**

**President** spends about 16 volunteer hours per month to preside over all Association meetings and represent the Association in all matters. The President shares authority of financial accounts with the Treasurer, maintains the post office box, has access to media accounts, organizes committees, is a voting member of the Fell's Point Task Force, and works with our neighboring community associations.

**Vice President** spends about 8 volunteer hours per month to assist and represent the Association as requested by the President and assumes the responsibilities of the President as needed.

**Secretary** spends about 8 volunteer hours per month to keep minutes of Association meetings, issue communications, and maintain all records.

**Treasurer** spends about 8 volunteer hours per month to maintain Association financial accounts, collect or disburse funds, and create a written record of all receipts and expenditures.

**Parliamentarian** spends about 6 volunteer hours per month to maintain a membership record and rules of order at all Association meetings.

Although the Treasurer or anyone may do so, a volunteer accountability clerk spends about 4 volunteer hours per month from January through May working with the Treasurer and activity organizers to prepare and file the reporting documents required for the Association.

## UFPIA COMMITTEE CHAIRS

**Beautification** spends about 6 volunteer hours per month to keep our neighbors informed about trash and recycling regulations, arrange community dumpster days, and organize street cleaning, greening, and other projects that improve our neighborhood environment.

**Community Garden** spends about 6 volunteer hours per month from April through November and 2 volunteer hours per month from December through March to work with our gardeners, Parks & People Foundation, University of Maryland Extension, and Baltimore Green Space (as the Site Manager) to maintain and improve our community garden.

**Neighborhood Safety** spends about 6 volunteer hours per month to work with our neighbors, police, and State's Attorney's office to encourage good public safety practices and communicate anonymous information, and organize monthly Neighborhood Walks, annual National Night Out activities, and other projects to improve our neighborhood peace.

**Education & Youth** spends about 10 volunteer hours per month to represent the neighborhood on the School Family Council of the Wolfe Street Academy, assist school events, and organize other projects for the benefit of our neighborhood children.

**Fundraising** spends about 6 volunteer hours per month to work with our neighbors and local businesses to arrange fundraisers and advertising, and assist committees with writing grant applications.

**Land Use** spends about 6 volunteer hours per month to work with our neighbors, Council Members, police, inspectors, and Liquor Board to deal with zoning issues, construction problems, liquor licenses, and businesses.

**Newsletter** spends about 10 volunteer hours per month to produce our newsletter (through solicitation and collection of material, layout, and delivery to the printer) and organize the distribution of the newsletters to all addresses within our neighborhood.

**Spanish Language Outreach** spends about 6 volunteer hours per month as a liaison between English and Spanish speaking neighbors to communicate regulations and resources, translate documents, and encourage participation in our community.

**Traffic & Parking** spends about 6 volunteer hours per month to work with our neighbors and city agencies to address issues pertaining to streets, pedestrian safety, parking, public and alternative transportation, and bicycling.

**Website** spends about 2 volunteer hours per month to work with committee chairs to update information and maintain our website.