**Old Southwest, Inc. is awesome because residents care.**

**OSW needs your ideas, skills, and special interests.**

**We invite you to get involved.**

*Board and committee positions are open to home owners & renters. For more information or share your interest in a Board or Committee position, email: info@oldsouthwest.org*

**THE BOARD: Make-up & Function**

The OSW, Inc. Board consists of 4 officers and 5-7 members-at-large. Responsibilities:

* Develop & monitor an annual budget.
* Develop the agenda & programs for monthly community meetings (in tandem with current neighborhood issues, input from committees, and neighborhood interests).
* Establish, monitor, and support committee work.
* Ensure sufficient annual fundraising to support the budget.
* Make financial decisions for OSW in alignment with by-laws & 501(c)3 guidelines.
* Ensure OSW “business” is conducted legally, fairly, efficiently (including maintaining systems for email, postal mail, website, finance, social media, member/mailing database, insurance, etc.)
* Pay bills and file required 501(c)3 annual financial paperwork and tax reporting on time.
* See that by-laws are followed and reviewed/updated periodically.

**STANDING COMMITTEES**

The heart of OSW programs and activities is active committee work. Committee members do not need to be Board members, but Board members participate in at least one committee. Annually, committees create plans and budget requests to submit to the Board for approval. They report regularly about their work. Committees solicit volunteers as needed. They schedule their own meetings or conduct business remotely.

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**Alexander-Gish House Rentals & Maintenance**

Monitor general oversight of the historic Gish House and its grounds, including all aspects of managing event rentals, the residential tenant, and general repair & maintenance needs. The committee also ensures that the Gish House exterior, interior, and grounds maintain an appropriate historic aesthetic. Annually, the committee develops and submits both a rental projection plan and annual maintenance plan to the Board for approval. It solicits volunteers (and contractors, if required) to achieve these plans—working within an assigned annual budget. It also actively promotes rentals, identifies/develops promotional strategies and materials, maintains an electronic archive of rental contracts and renters/tenants contacts, and ensures contracts are executed as written.

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**Communications**Keep neighbors apprised of OSW events, issues, opportunities, and history. This is accomplished through regular emailed newsletters, social media posts (FaceBook, Instagram, NextDoor), and coordinating with the OSW website manager to update content. The committee supports the **Community Outreach/Membership** & **Event** committees to promote activities/events.

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**Fundraising:** *Parlor Tour, Grants, General Fundraising*   
Plan and execute fundraising efforts that support an annual budget to: maintain the Gish House and support OSW neighborhood improvements/projects, safety, social events, and awareness-building/community outreach activities.

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**Community Outreach/Membership**

Build awareness of OSW Inc., its mission and goals. Encourage active participation of owners, renters, and businesses in OSW’s life as a community. They greet and take attendance at meetings & events and ensure this data is shared for regular OSW mailing list updates. This is accomplished by: 1) engaging in strategies that welcome neighbors new to OSW or OSW meetings (both owners & renters), 2) outreach to Highland Park School, 3) promoting a "Friends of OSW" contributing-member campaign, 4) planning OSW informational presence at selected events. The committee coordinates with **Communications & Events** to support its goals.

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**Safety**Raise awareness of neighborhood crime and safety issues. Explore and suggest strategies to increase overall neighborhood safety. Coordinate with police and other city departments as needed to achieve neighborhood safety goals. (Sample 2022 projects: OSW Safety Brochure, police invited to community meetings, encouraging reinstatement of an OSW safety officer.)

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**Environmental Protection, Parks & Greenspace**Focus on influencing, creating, and improving urban greenspaces that make Old Southwest an environmentally healthy, beautiful, and sustainable neighborhood for all. Current efforts include:

1) partnering with Trees Roanoke to increase OSW’s tree canopy--supporting plantings in curb strips and private yards, 2) transforming vacant OSW-owned lots into useable community greenspaces. Specifically: developing a “Pocket Park” at 8th St. and Day Ave. and improving/maintaining lots at western terminus of Woods Ave., 3) supporting neighborhood trash cleanups, e.g. Plawking (picking up litter while walking & talking) and Block Pride days, 4) liaising with Roanoke City Parks & Recreation Department on maintenance needs in Highland Park and Argonne Circle, 5) advocating for traffic safety and accessibility improvements to ensure all neighbors can safely move about our community roads and spaces. 

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**Historic Preservation**  
Preserving the architectural integrity of Historic OSW is a critical and ongoing need and a tenet upon which OSW Inc. was founded. Monitor proposed development and renovation in OSW. This is accomplished by: 1) actively monitoring the activities of the Architectural Review Board (ARB), including attending ARB meetings as needed, and reporting permitting requests and results to the Board 2) watching for potential inappropriate construction/demolition/exterior alteration activities and bringing them it to the attention of the ARB Agent (currently Parviz Moosavi) and the OSW Board. Other activities could include: providing guidance and resources that support owners of historic homes (e.g. guest speakers, links on the OSW website, staying aware of state & city support projects/grants/incentives), and engaging with the ARB to update their guidelines to result in architectural preservation that is sensitive to environmental and sustainable-maintenance interests and concern.

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**Events**

Lead an effort to identify a variety of OSW social events with the goal of building community, OSW awareness, and active participation. Develop strategies for executing these events through expanded volunteerism. Encourage and explore feasibility of events suggested from the community-at-large. Annually, the committee develops and submits a projected events plan to the Board for review and budget support. The plan considers a variety of events that will appeal to diverse groups, interests, and ages, e.g., families, adults, sports-minded, pet lovers, foodies, etc. Sample events include: Block Parties; Food with Friends; Highland Park gatherings (Gish House, firepit, grounds); outdoor races, hikes, outings; pop-up drinks/dinner at local breweries/restaurants to support OSW businesses; holiday celebrations; and events that support the quality of life in Old Southwest.