

Position Description

Welcome Committee Chair

(Approved: March 3, 2012)

The Welcome Committee Chair for The Springs Homeowners Association reports to the Vice President and is responsible for the following:

Recruiting Block Captains for the community.

Coordinating the Block Captains' activities.

Providing "welcome" packets to the Block Captains.

Assisting the Block Captains as needed.

The Welcome Committee Chair works closely with the Block Captains to see that new residents are acknowledged.

The Welcome Committee Chair will forward any updated information provided by the Block Captains to the HOA Office Manager for inclusion in the HOA database.