

WELCOMING COMMITTEE

CHARTER

Reviewed 2018

The Welcoming Committee is established as a standing committee. The Committee will consist of at least 5 members with the chairperson to determine the needed final number. With Board approval, the Committee will select one of their members to serve as chairperson. The members shall serve at the discretion of the Board, and will be reviewed yearly. A majority of the members will constitute a quorum and can act on any appropriate matter before the Committee.

Terms Members 1 year – 3/1 to 2/28

Chairperson 2 years – 3/1 to 2/28

Duties:

Reports to the Board of Directors.

Publishes and conducts routine meetings open to homeowners. Maintains minutes and distributes copies to the Board.

Assist in facilitating and attending New Homeowner Orientation meetings.

Organize personal visits to all new SunBird homeowners to welcome them into the community and answer any questions.

Assist in creating marketing brochures and flyers to increase SunBird exposure.

Be a good ambassador of SunBird in promoting and welcoming renters, homeowners and visitors.

Organize and carryout the different marketing and advertising projects with board approval.

Make recommendations in writing to the Board on different ideas to market and advertise SunBird.