

Hatcher Estates

Home Owner's Association

Hatcher Estates Homeowner's Association Welcome Committee Job Description

The following is presented as minimal responsibilities in the area of Hatcher Estates Homeowner's Association Welcome Committee. "Robert's Rules of Order Newly Revised" shall govern HEHOA.

Welcome Committee Chair

The Welcome Committee stays abreast of new residents in our neighborhood and greets them with information and a friendly hello. The Welcome Committee distributes welcome baskets to new neighbors and encourages them to get involved with HEHOA.

Welcome Committee Job Description

- Outgoing person(s).
- Attend HEHOA meetings.
- Provide welcome committee news for upcoming events, work with president.
- Makes house visits with welcome baskets.
- Makes sure welcome baskets are available to give to new homeowners. Present the welcome letter, let them know how much HOA dues are, just anything about how great it is to live in Hatcher Estates. Send the information from the new homeowners to the president.

Remember you have a team. The welcome committee is a fun job. You will get to know many neighbors and be a part of a fun neighborhood.

Each board and committee shall receive complaints from paid members who live in Hatcher Estates. If it's not in your job description refer them to the right board or committee head.

Tenure: 1 year

Estimated time commitment per month: 2 hours a month when you have events.