

POSITION DESCRIPTION, COMMUNITY RELATIONS COMMITTEE CHAIRPERSON

The Community Relations Committee is intended to preserve positive, healthy relationships amongst our community members. There are several ways we do this including but not limited to the items listed below:

The Chairperson

- Coordinates with the SHA Secretary/Treasurer on new residents
- Delivers welcome packets via email to new homeowners and renters within the first few days of their move in, offering a hard copy if requested.
- Addresses complaints from community members as soon as possible to ensure issues do not escalate.
- Plans and executes community events such as Fall Festivals, Bow brigade, Ice Cream Socials etc. to promote a sense of community.
- Presents a summary of the year's accomplishments to the Secretary/Treasurer in December for inclusion in the Annual Membership Meeting report.
- Lowers the flag to half-mast when required.
- Writing of the Stonehurst newsletter

The duties of the **Newsletter** component includes:

- Attending the monthly Board meetings
- Obtains proposed news articles from members of the Board
- Drafts articles covering happenings in the community
- Writes seasonal articles reminding residents of actions that can be taken to protect their properties
- Submits a draft newsletter to the President and Secretary of the Board for approval prior to the middle of the month
- Submits final newsletter to the Association Secretary for printing.