

## Community Outreach Chair Position Description



*A Good Place to Live*

### Goals

*Caring community connections*  
*Quality of life through events*  
*Informed & engaged neighbors*

### Timing

#### Budget

1. August
2. Late January, after Annual Meeting
3. As needed
4. Week before monthly board meeting

#### Communications

*Newsletter* —

1. December, prior to January solicitation
2. Late January, after Annual Meeting
3. January-February for ad solicitation
4. Quarterly, one month prior to copy deadline

*Communications* —

1. Ongoing
2. Ongoing

#### Volunteers

1. Recruit as needed, ongoing leadership
2. Annually and as needed
3. As needed

### Role

Community Outreach includes building community both within Amelia Park and the greater community. This board position holds all of the responsibilities of an APNA board member and oversees activities that include, but are not limited to, neighborhood events, welcoming new neighbors, and supporting neighbors during times of need.

### Responsibilities & Accountabilities

#### Develop & Manage Community Outreach Budget

1. Draft and submit tentative budget to Finance Chair
2. Communicate individual budgets to appropriate work group chairs
3. Approve budgeted expenses for reimbursement
4. Review monthly financial reports from Property Manager to reconcile work group's budget and be prepared to explain variances at the next board meeting (monthly when documents received)

#### Manage Committee Chairs

1. Recruit Welcome Committee, Social Committee and Sunshine Committee Chairs and assist them in understanding their roles and the need for volunteers
2. Meet with each Chair on a regular basis to review ideas and plans
3. Present each Chair with a budget and assist in managing it

#### Welcome Committee Responsibilities

- Enlist support of committee volunteers to identify new residents and deliver welcome bag within two weeks of the new resident's move-in date
- Acquire and reproduce materials for welcome bag

#### Sunshine Committee Responsibilities

- Enlist support of committee volunteers to identify residents who are in need
- Solicit support for neighbor based on needs

#### Event Chair Responsibilities

- Seek Chairs and submit budget for recommended event
- Coordinate efforts to implement event (recruit volunteers, develop promotional copy, enlist vendors, purchase materials, etc.)
- Work within approved budget & submit expense report within one week of event
- Annual meeting establishes event calendar with individuals who serve as event host

## Community Outreach Chair Position Description

### Skills Required

- Accessible, friendly, and comfortable networking within the neighborhood and greater community
- Able to work with little supervision, using prior experience to complete work
- Able to understand financial statements, create budgets, and manage with available funds
- Effectively communicates using oral and written communication skills with small and broad audiences
- Available to attend monthly APNA board meetings
- Understand that all board members and volunteers have stepped forward because they believe in Amelia Park — and are treated with respect, listened to with openness, and are engaged in finding the best ideas and solutions