

WELCOME COMMITTEE CHARTER

PURPOSE:

- To welcome new residents to our community and provide the opportunity for them to meet other new residents.
- To provide information about our community, the amenities, and the governing documents.
- To introduce new residents to the community via brief “bios” in the Diary.

MEMBERSHIP:

Co-Chairs appointed by the Board of Directors

RESPONSIBILITIES:

- Send welcome letters to each new household (homeowners, condo owners, and tenants) within two weeks after they move in.
- Hold Welcome Receptions for new residents 2-3 times per year.
- Submit a short introduction “bio” to the Diary for each household.
- Provide contact information to committee chairs when new residents express interest in volunteering.
- Provide email addresses for the email contact list, and phone numbers and email addresses for the Diary.

MEETINGS:

Work does not require that meetings be held

ANNUAL BUDGET:

The chair will submit any expenses to the treasurer for reimbursement from account 1100, Administrative Supplies & Postage.

This Charter was adopted and approved by the DVCA Board of Directors on the 9th of April 2016.