

RIVERVIEW

Welcoming and Social Committee Chairman Job Description

To help foster a close-knit community and encourage participation by all residents.

1. Personally welcome all new residents in a timely manner with cheesecake, Riverview Directory, and Welcome to Riverview information sheet. If appropriate, may include list of neighborhood children, recent newsletter, note from Treasurer giving directions to compute pro-rata dues from date of closing. If possible, have someone with like interests, same age children, or close neighbor to help welcome the new neighbor.
2. Call meetings of Social Committee to plan and coordinate activities throughout year, i.e. Ladies' Luncheons, Progressive Dinner, Fourth of July flags, Summer party, December Holiday party, etc., trying to have as many or few as interest of neighborhood will support. Activities should be financially self-supporting; any overages could go toward activities that benefit whole neighborhood, such as Fourth of July flags, newsletter fund, or Association treasury.
3. Appoint someone on the Social Committee to coordinate helping neighbors in time of sickness or death in the family, i.e. bringing food to the home, running errands, etc. Send appropriate Get Well or Sympathy notes.
4. Prepare or gather articles for newsletter that will promote community spirit and disseminate news about the neighborhood.
5. Keep a notebook to pass along to next Chairman.