



Neighborhood Connections Committee

Mission Statement

Mission

To plan, organize, obtain gifts and sponsorships and produce community events. Also, to welcome new members to the Eastbluff Homeowners Community Association and make them aware of community resources planned events, meetings and services available.

Appointment

Membership on the committee is based on volunteering to service and being approved by the Associations' Board of Directors.

Term

Committee Members serve at the pleasure of the majority of the Board of Directors and will be appointed on an annual basis at the start of each June to May operating year. Additional members or replacement of members not able to serve can be appointed at any time by the BOD.

Duties & Responsibilities

1. Provide a welcome to new Eastbluff Community residence which includes:
 - Introductory letter and phone call
 - Home visit
 - Delivery of welcome basket
 - Invitation to upcoming community event
 - List of community committees
 - introduction to Eastbluff.net website and Facebook
 - Answers to questions about neighborhood activities and resources
2. Introduction to neighbors at community events.
3. Coordinate community events with the Association Board of Directors, members and Project Management Company.
4. Plan, advertise and provide set-up and take-down services for community events
5. Create an annual plan and budget for Eastbluff Community events for include in budget. (Due March 1st each year to Treasurer.)
6. Obtain donations of cash, goods and services for community events.
7. Provide recognition to donors and volunteers of community events.
8. Provide content to Eastbluff website master and property Management Company for publicizing community events and sharing event reports and photos.
9. Coordinate donation and distribution of "New Members" community opportunities with local companies.

10. Coordinate with Property Management Company scheduling of events for Community Park and posting of signs at entrances.

Requirements

- Ability to physically participate in set up and take down of community event decorate and equipment.
- Willingness to meet as a committee on a regular basis to plan, promote and complete community events.

Other Skills/Abilities Desired

- Personable and outgoing personality
- Ability to successfully manage relationships with different personality types
- Access to email used in committee business

