

CHAMPIONS COMMUNITY IMPROVEMENT ASSOCIATION

DUTIES AND RESPONSIBILITIES

MEMBERSHIP AND ACTIVITIES DIRECTOR

The Director of Membership and Activities shall:

Membership:

1. Maintain up-to-date records of Champions residents as needed for the CCIA Directory.
2. Prepare, compile, and distribute an up-to-date Champions directory for distribution on an annual basis.
3. Ensure the Welcome Committee produces, maintains, and delivers the New Resident's Packet to the applicable Block Captain for delivery to the new resident.
4. Distribute Champions Community Identification Stickers to residents, as needed.
5. Act as the Board Member liaison to the Champions Community Bulletin Newsletter Editor.
6. Act as the Board Member liaison to the Block Captain Coordinator for the purpose of individual contact and communications to all Champions residents.

Activities:

1. Act as the Board Member liaison for the Champions Moms Group.
2. Find volunteers to organize activities throughout the year for the purpose of promoting fellowship, involvement, and pride within the residents of Champions.

General:

1. Attend the monthly Board Meeting which is the first Tuesday of every month at 7:00pm at John Wesley United Methodist Church.
2. Attend the Annual Meeting which is the 3rd Tuesday of March at 7pm at John Wesley United Methodist Church.
3. Maintain copies of contracts.
4. The CCIA is a tax exempt organization. Any items purchased on behalf of the CCIA are tax exempt, thus a copy of the CCIA Tax Exemption Certification must be presented when making purchases.
5. At the end of your term, forward all applicable documentation pertaining to your position to the new Membership & Activities Director.