

# **CHAMPIONS COMMUNITY IMPROVEMENT ASSOCIATION**

## **BEAUTIFICATION DIRECTOR**

### **DUTIES AND RESPONSIBILITIES**

#### **The Director of Beautification shall:**

1. Determine and document what neighborhood areas need to be worked on (ie: landscaping, entrance signs, holiday decorating), obtain bids for work, and submit for approval.
2. Coordinate/oversee all landscaping work.
3. Create annual budget for beautification projects and submit for approval.
4. Obtain holiday decorations and coordinate dates for decorations to be displayed and taken down.
5. Work closely with the Maintenance Director on landscaping maintenance.

#### **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 3<sup>rd</sup> Tuesday of March at 7pm at John Wesley United Methodist Church.
3. Maintain copies of all 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 Beautification Director.