

CHAMPIONS COMMUNITY IMPROVEMENT ASSOCIATION

INTERCOMMUNITY RELATIONS DIRECTOR

DUTIES AND RESPONSIBILITIES

The Director of Intercommunity Relations shall:

1. Be responsible for advising the Board of activities within the wider community affecting residents of Champions. This includes but is not limited to interfacing with the Champions Area Volunteer Fire Department, other neighborhood Boards, and other Northwest Harris County organizations.
2. Act as the Board Member liaison to our Water Board, periodically attend their Board Meetings and report ongoing activities to our Board.
3. Act as the Board Member liaison to the Flood Control District and report ongoing activities.
4. Assess flood control issues in our neighborhood and work on issues, as needed.

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 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 Intercommunity Relations Director. If needed, older documents can be archived in the CCIA storage unit.