

# PALISADES WOMEN'S CLUB JOB DESCRIPTION

Updated January 2018

## WELCOME CHAIR

Performs duties prescribed under The Palisades Women's Club Bylaws, Article V, section 3, ("General Executive Board Duties"), and such other duties as may be prescribed in the Bylaws or assigned by the PWC or the Executive Board.

## INTRODUCTION

Leads committee of neighborhood representatives (reps) to welcome new residents to the Palisades and to introduce them to the PWC. May appoint a vice chair and/or one or more assistants.

## MAJOR DUTIES AND RESPONSIBILITIES

Attends all General and Executive Board Meetings.

Recruits, as necessary, representative(s) from each neighborhood to welcome new residents into their communities and to introduce them to the PWC.

Maintains inventory of welcome packets, purchases additional materials as needed, and distributes materials to the neighborhood reps.

Contacts the HOA representatives for Regency and the Palisades to request monthly lists of home sales from the previous month. Upon receipt, forwards this information to the neighborhood rep(s).

Communicates with neighborhood reps monthly between September and May, reminding them to welcome new residents and to provide the addresses of the residents who received welcome packets to the Chair.

Distributes flyers to neighborhood reps for the "May Walk to Remember" and the "August Social."

Greets new members and guests.

Develops and maintains the Welcome Committee budget.

- The Welcome Committee neighborhood representatives have the following responsibilities:
  - Welcomes new residents to their communities and deliver Welcome packets.
  - Monthly, between September and May, provides addresses to the Welcome Committee chair of the new residents who received Welcome packets.
  - Requests additional supplies for the Welcome packets from the committee Chair.
  - Delivers flyers for the "May Walk to Remember" and the "August Social" to every household in her community.