

**Reserve Homeowners' Association Board of Directors
Officers and Committee Chairpersons
Job Descriptions**

June 2012

Officers

Refer to Reserve Homeowners' Association Bylaws (Bylaws), Section VIII, "Duties of Officers," for a complete description of responsibilities.

Committee Chairpersons

Refer to Bylaws, Section X, "Committees," for a listing of Standing Committees and their functions.

As explained in the Bylaws, Committee Chairpersons are members of the Board of Directors and attend regularly scheduled Board meetings to participate in the problem solving and decision-making processes of this group on behalf of the Reserve Homeowners' Association (RHA).

In addition, Chairpersons perform activities relevant to the purposes of their committees. Following is a brief job description for each committee chairperson, as well as a note on the duties of committee members.

Special Projects

Garage Sale

Schedules and arranges for annual garage sale(s). Makes arrangements for advertisements, placing signs at the entrances, and encouraging neighbors to participate.

Gourmet Group

1. Schedules dates and arranges hosts for adult Gourmet Group dinners.
2. Writes articles for newsletter to encourage new members to join.
3. Manages invitation emails & responses from members of the group.
4. Works with the committee and hosts to plan menus and select recipes.
5. Distributes menus and recipes to attendees.

Services/Referrals

Maintains a database of service providers and contractors, with information provided by residents of The Reserve for use by residents of The Reserve.

Website Manager

1. Updates website with events, photos, newsletters, etc.
2. Adds revisions to Bylaws, Bob's List, and other areas as needed.
3. Hosts website.
4. Pays for yearly renewal of domain name and hosting, being reimbursed once annually.

Deed Restrictions/Design Review

Oversees the observance and maintenance of the published Amended Building and Development Restrictions for The Reserve.

Investigates information when residents' questions arise regarding the Deed Restrictions.

Social

Schedules, plans, and makes arrangements for events that are of interest to residents.

Events in the past have included: Easter Egg Hunt, Fourth of July Parade, Progressive Dinner, Block Party, Holiday Caroling, Holiday Party.

Common Ground Maintenance

Insures that all common areas of our community are maintained in a suitable way. These common areas include circles and islands, entranceways and areas owned by the Reserve Homeowners' Association that are between private lots. (Refer to maps of the area included with the directory).

Maintenance of the islands and entranceways includes attention to plantings – shrubs, trees, perennials and bulbs, mulching, stones and accessories that are part of the streetscape.

Coordinates and contracts for regularly scheduled ground maintenance for these common areas (mowing and trimming at entrances, edging of roadways, weeding and weed treatment, pruning, etc.).

Chairs the Common Ground Maintenance Committee and represents the committee at meetings of the Board of Directors.

New Residents/New Members

Prepares "Welcome" packet to deliver to new residents that includes important RHA information.

Time permitting, a member of the committee personally delivers the "Welcome" packet to greet new resident and answer questions.

Insures that new resident directory information is forwarded to the Directory Chairperson.

Note: If we have a representative from each of our streets to help with this effort, then the street representative can inform the Chairperson when residents move in or out, and, time permitting, visit the new resident.

Community Relations

Keeps abreast of issues and items of importance to our community and township (i.e., via newspapers, Township and County websites. Attends monthly scheduled Township and Zoning Board meetings, when necessary, to obtain additional detail and/or provide feedback on issues of special importance to Reserve residents.

Keep Board members and residents (through newsletter, e-mail and/or website) informed so that as a community we can respond to pertinent issues in a timely manner.

Participates in helping with communication and dissemination of information to residents of our community.

Maintains good relations with Township Police and Fire Departments. Obtains their support for and participation in Reserve community events to ensure the safety of all residents involved.

Newsletter

Solicits input from the RHA Board and committee members and residents.

Types newsletter and prepares for distribution four times per year.

Maintains database of residents' e-mail addresses (not necessarily in the directory), phone numbers and addresses and makes note of those who do not own a computer.

Distributes newsletters via e-mail and on website. Prints hard copies only for residents who have informed the chairperson that they do not own a computer.

Sends out periodic messages of importance via email.

Reserve Directory

Maintains current resident and community reference information for the RHA Directory. Contracts outside printing on an annual basis, and arranges distribution of Directory to each household, working with neighborhood volunteers.

Committee members

Committee members assist chairperson with activities relevant to the nature and purpose of their respective committees. They do not need to attend Board of Directors meetings unless they desire to do so in representation of matters of their committees. (Board of Directors meetings are open meetings to all residents.)