

**Colonial Hills Civic Association (CHCA)  
A Community Events Planning Organization  
Positions - Roles and Responsibilities**

*Our neighborhood works because we work together! Please volunteer for any position.*

**President**

Overall responsibility for events being done  
Conducts monthly meetings  
Spokesperson / main point of contact for the CHCA  
Writes president's letter for the Courier  
Makes overall decisions regarding any new initiative or issues, in consultation with other officers and Trustees, in line with the sole mission of the CHCA being only an Events Planning organization

**VP/Events**

Overall responsibility for scheduling events and for securing a chairperson for each event  
Reserves the shelter house with the City for all events  
Publicizes events on Facebook  
Coordinates publication of event notifications in the Courier  
Coordinates publicity for, receipt and evaluation of submissions for, and awarding of, the CHCA scholarship(s) to Colonial Hills High School senior(s)  
May also perform the role of an Event Chairperson, q.v.

**VP/Communications**

Collects ("wrangles") Courier content and articles from the other CHCA officers, Event Chairs, community members and relevant outside organizations  
Reviews/creates ideas/articles submitted for publication from CHCAnewsletter@gmail.com  
Performs working edit of content before submitting to Courier editor  
Provides Word-format document for selected articles to Webmaster for blog post publication

**Secretary**

Records and publishes meeting minutes  
Prepares Trustee packets for membership dues collection  
Presents to the monthly meetings, communications to CHCA from CHCA.worthington@gmail.com

**Treasurer**

Collects funds from our USPS P.O. box, Trustee delivery and PayPal (from website)  
Accounting for funds and provides reports of balances to the CHCA monthly meeting  
Invoices our sponsors of our events and our advertisers  
Pays invoices (e.g. to Event Chairs and for recurring expenses such as insurance and website hosting fee)  
Provides change for the 4<sup>th</sup> of July Event

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**Webmaster**

Receives selected blog post articles from the President, the VP/Events, the VP/Communications and the Courier Editor, and publishes on the Blogpost page in a timely manner  
Maintains the other web pages, to include keeping the content current, e.g, the Courier Archive  
Maintains the web site infrastructure as necessary, e.g. server software and WordPress updates

**Chairperson for a Given Event**

Responsible for detail planning and implementation of the event  
Secures supplies, whether by purchasing or donation  
Recruits key volunteers and supervises volunteers in performing event tasks  
Usually assisted by volunteers, performs physical set up and take down of facilities  
Writes publicity articles for Courier regarding the event  
Submits invoices, and for more extensive events (such as 4<sup>th</sup> of July and Luminary Kit Assembly) an expense report to the Treasurer, for reimbursement

**Courier Editor**

Designs Courier layout, and incorporates received content into this layout  
Performs final editing  
Submits PDF version to GraphX for printing

**Trustees**

Responsible for delivering to their District (approximately 20 to 25 homes) the Couriers, Dues Membership Packets, and Luminary Kits  
Per their availability and discretion, attend monthly CHCA meetings to provide continuity and consultation for the officers regarding institutional knowledge

**Trustee Liaison**

Recruits new Trustees  
Assists in recruiting officers

**Additional Volunteers**

Members of our CHCA community who provide human resources for all the above functions, and thereby greatly contribute to the wonderful quality of life in the Hills!

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