*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 mission of the CHCA being only an Events Planning / Charitable Activities 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 4th of July Event

**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 4th 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, and assists in recruiting officers

**Welcome Wagon Coordinator**

Assembles into Welcome Bags donated items useful for new residents, such as those collected for us via the Old Worthington Business Partnership, Worthington calendars, Couriers, and a list of websites

From a list of homes sold in the last month, personally delivers the bags to new residents or distributes the bags to those Trustees who have volunteered to deliver them to homes in their District.

May be assisted by other volunteers who perform selected tasks for these functions.

**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!