

# DECEPTION PARK VIEW ASSOCIATION

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P.O. Box 2446, OAK HARBOR, WA 98277

DECEPTIONPARKVIEW@GMAIL.COM

## BOARD OF DIRECTOR'S POSITION DESCRIPTION HOSPITALITY COORDINATOR\*

The Hospitality Coordinator of the Association will be responsible for the following:

- Monitor and assess the Association community for new residents
  - Work with King Water Company and the Treasurer for new residents
  - Provide new residents with current Association newsletter
  - Ensure new residents have access to our Restrictive Covenants and Bylaws
  
- Coordinate Association community events
  - Organize and setup annual meeting area to include posting signs
  - Organize special events such as the Spring clean-up, playground grand opening, etc. (three-four events a year to include the annual meeting)
  
- Other duties as may be assigned by the Board from time to time
  - This position can be assumed by other Bylaw-specific board positions such as president, vice president, secretary or treasurer.
  - Newsletter composer
    - Email to the President for approval prior to publication by the first week of the odd months to ensure they are included in the water billing statements being mailed during the first week of even months
    - Email President-approved newsletter to the Secretary to send to King Water Company, the webmaster and the Facebook administrator
  - Facebook administrator
  - Webmaster if no one appointed

Note: Facebook document posts must be pictures and website posts must be pdf formats.

\*Note: The hospitality coordinator position is not listed in our Bylaws. However, our Bylaws state in Article VI, Section 10: In addition to the foregoing officers, the Board of Directors may, from time to time, elect such other officers as they may see fit, with such duties as the Board may deem proper.