

Committee's Responsibilities

Communications

1. Update membership directory every year with the assistance of Street Captains.
2. Help maintain website and promote Summer Winds through social media.
3. Assist in mailings or emails for meeting announcements.
4. Prepare newsletter and work with advertisers.
5. Relay important information to members from the board or other committees.
6. Post meeting announcements on website.

Covenants & Bylaws

1. Review the Bylaws and Restrictions for the purpose of considering any additions and/or revisions which may be deemed necessary and advisable by the board or members.
2. Prepare and revise the Bylaws which shall provide the Organization members with a detailed guideline for the accomplishment of their responsibilities.
3. Enforce proper protocol of suggested methods and standard operating procedures.

Finance Committee

1. General financial oversight
2. Funding, fundraising and sales
3. Financial planning and budgeting
4. Financial reporting
5. Banking, book-keeping and record-keeping
6. Control of fixed assets and stock
3. Research possible community amenities that could improve the quality of life for everyone.
4. Set amount of dues annually for approval of the association.
5. Create a due date for annual dues and a seamless way of collecting and tracking them.

Neighborhood Watch

1. Improve community safety generally including e.g. fire safety
2. Prevent crime by improving security, increasing vigilance, creating and maintaining a caring community and reducing opportunities for crime by increasing crime prevention awareness.
3. Assist the police in detecting crime by promoting effective communication and the prompt reporting of suspicious and criminal activity.
4. Reduce undue fear of crime by providing accurate information about risks and by promoting a sense of security and community spirit, particularly amongst the more vulnerable members of the community.
5. Improve police/community liaison by providing effective communications through Neighborhood Watch messaging systems which warn Coordinators of local crime trends which they can disseminate to their scheme members, and by members informing the police of incidents when they occur.
6. Write the HOA Beat Article for the newsletter.

Social

1. Organize fun activities for families and adults to partake in such as: Round Robbins, Block Party or Holiday events.
2. Write the Announcements and Events page of the newsletter

Street Captains

1. Assist the Communications committee in passing messages to neighbors on your block.
2. Assist in updating the membership directory on annual basis.
3. Be approachable, you should be the first representative that a member would be willing to talk to with a concern or question.

Welcome

1. Welcome new residents two – three weeks after move-in, provide contact information and answer any questions they may have.
2. Eventually, send out birthday, get well, sympathy or other special occasion cards to members, if that is welcomed by them.
3. Write the Member Spotlight section of the newsletter.

Youth (Chaired by a youth)

1. Develop a social club or activities for the kids
2. Provide feedback to the adults from a kid's perspective.
3. Write the Kidz Korner article for the newsletter.