

## Role of FHA Welcoming Committee

*The Welcoming Committee's goal is to make newcomers feel at home, share the helpful information in our "Welcome Packet" and serve as a point-of-contact in the neighborhood.*

*Three positions comprise this committee: The Newcomer Registrar, the Area Coordinator, and the Block Contact. The Newcomer Registrar notifies the Area and Block Contacts of a newcomer. The Area Coordinator coordinates the efforts of the Block Contacts within their neighborhood. The Block Contacts visit the newcomers.*

*A Block Contact works with his/her Area Coordinator to learn the ropes, get updates, gain support, confer on questions, and get help in finding a substitute as needed.*

## The Area Coordinator's Role

The Area Coordinator fulfills four main roles:

- Serves as overall contact, coordinator, and information resource for the assigned Area.
- Partners with other FV representatives (e.g. Fearrington Cares Ambassadors, Property Service Groups) to broaden information and resources available to residents.
- Supports Block Contacts in carrying out their role in their neighborhoods.
- Helps recruit, orient, and train new BC's.

The Area Coordinator is the primary resource for:

- Information about the assigned Area such as its Service Group (if it has one), area covenants, and its relationship to the FHA and other entities within the Village
- Information found in the Welcome Packet including the Quick Start, the FHA Website and the FV Directory and Handbook.
- Information about current events affecting the Village

The Area Coordinator oversees the distribution of FHA Directories annually:

1. Alerts BC's to expect FHA Directories soon
1. Picks up and delivers appropriate number of FHA Directories to each BC with accompanying cover sheet
2. Sends an email to BC's that FHA Directories have been delivered to their doors.

The Area Coordinator helps recruit new BC's:

1. Working with the BC, the AC determines who could best fill the position. If necessary, the AC may serve as BC until the position is filled.
2. Once position is filled, the AC sends an email with the new BC's contact information to the [directory@fearringtonfha.org](mailto:directory@fearringtonfha.org) to be added to FHA Directory and the Director of Community Affairs so that all contact lists and the directory can remain current.

The Area Coordinator is a guide and resource for all BC's :

1. Meets at least yearly with all Area BCs to review role and functions of AC and BC
2. Reviews "Welcome Packets" with the BC when necessary
3. Introduces new BCs to the other BCs in the neighborhood
4. Invites any new BC to attend BC training session when it is available