

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 Face of Fearington Village... Block Contacts

Role of the Block Contact

The Role of the Block Contact has three main parts: Connecting with a newcomer in his/her home (if possible), Introducing the Welcome Packet, and Staying in Touch

Number 1: Connect

As soon as new neighbors arrive, and/or you receive information about a new neighbor from the Registrar, set up a time to meet with the members of the household (within a week if possible). If you can't make personal contact initially, you can leave a note with your card at their house letting them know that you will be dropping off a Welcome Packet at their front door. Check in a bit later to ensure that they have received the packet and try again to set up a "meet and greet."

Number 2: Meet, Greet and Introduce the Welcome Packet

- Explain why FV volunteers provide this service.
- Go over each part of Welcome Packet.
- Show newcomer how to join the FHA WEBSITE to gain access to a wealth of resident-only information.
- Review FHA Directory and Handbook.
- Answer all questions. If stumped, you can let the neighbors know that you will find an answer and get back to them. Your Area Coordinator may be a good resource.

Number 3: Stay in Contact

- Set up neighborhood email group. Use it on an ongoing basis to
 - Announce the arrival of a new neighbor
 - Publicize upcoming events such as FHA open meetings and elections
 - Notify neighbors of special programs and neighborhood occasions
 - Promote awareness of information key to your neighborhood
- Distribute *new* FHA Directories each January to all neighbors in assigned neighborhood
- Distribute ballots for FHA elections

As you can see, each volunteer in the committee fulfills a valuable and necessary service. Therefore, the committee requests that you designate an alternate for yourself who agrees to substitute for you if you are on vacation, sick or otherwise unable to do the job. And when you decide that it is time to retire, it is key that you find a replacement for yourself and let your Area Coordinator know so that our records stay correct and up-to-date.