

# POFHOA

## Welcome Chairman

### Roles and Responsibilities



**The Welcome Chairman position has no limit to the years it can be held.**

1. Be aware of new residents by keeping in touch with the Treasurer and each Area Director.
2. Purchase a \$20 gift card and take it to their home as a welcome gift.
3. Turn in your receipts to the Treasurer for reimbursement.
4. Ask the new residents to fill out a Welcome Form found on the **More** tab then click **Welcome Form** from the drop-down menu. A hard copy can be printed from the **More** tab then click **New Resident**.
5. When Sent the form will go to the Welcome Chairman and the person who updates the online Resident Directory.
6. The Welcome Chairman will forward the form to the appropriate Area Director.
7. Let the new resident know how they could participate as a volunteer in various available capacities. (Be a recruiter.)
8. Keep a record of how many new resident homes there were in the fiscal year October-September to report at the Annual Meeting.
9. Give them an information Postcard.

Post Oak Farm Home Owner's Association  
P.O. Box 14042 - Lenexa, KS 66285

HOME Social Events Area Map Volunteers Pool Information More

**Welcome** Our Website: [www.pofhoa.com](http://www.pofhoa.com)

Your area and Area Director is on the Area Map tab.

Neighborhood leaders are on the Volunteers tab.

Home Association dues information is on the Home page.  
Request your Resident Access Card from your Area Director.

Resident Directory is on the Volunteers > Resident Directory tab  
Password: post oak

Contact your Area Director or Welcome Chairman with questions.