

## **Welcoming Committee Charter**

**Purpose:** The Welcoming Committee provides new homeowners with information on policies and procedures from the governing documents

**Scope:** To work with the ACC Office staff in identifying new residents and provide them with a Welcome Booklet and to revise the booklet as necessary.

**Responsibilities:** This committee is responsible for doing a meet and greet for all new homeowners. In addition to saying hello, they will present the homeowner with key information regarding the rules and community processes to help the new owners navigate them and make a smooth transition into ACC.

**Members:** The chairperson is appointed by the Board of Directors, who then is responsible for finding additional volunteers for the committee to do the meet and greet of the new homeowners.

**Meetings:** Meetings are held on a as needed basis depending on the workload.

**Project Funding:** The committee does not have any fundraising authority as all necessary materials are provided by the ACC Office.

**Project Funding:**