

PINE MEADOWS HOMEOWNERS' ASSOCIATION

PROCEDURES

CARD CO-ORDINATOR

PURPOSE

It is the purpose of the Card Co-ordinator to co-ordinate the sending of Get Well and Sympathy cards to residents of Pine Meadows.

FUNCTION

The Card Co-ordinator functions under the direction of the Board and reports to the Board through the Vice President.

TERM OF OFFICE

The position of Card Co-ordinator is a voluntary one and is held by a member of the Pine Meadows community..

DUTIES AND RESPONSIBILITIES

The Card Co-ordinator

- purchases and circulates Get Well cards and Sympathy cards for signatures at the weekly Koffee Klatch.

In the case of Get Well Cards, they will be sent in the following circumstances:

- operation, hospitalization, prolonged illness at home.

In the case of Cards of Sympathy, they will be sent in the following circumstances:

- Death of a Spouse of a Resident

- Death of a Parent of a Resident

- Death of a Child of a Resident

- Death of a Grandchild of a Resident

- will distribute the cards (as above) to the Residents for whom they were circulated.

- will notify the Pine Line Committee of the residents who received cards and the reasons for sending them before the 21st day of each month.

- post a message on the bulletin board and from time to time on Channel Five with the details (name and phone number) as to who the Card Co-ordinator is so that residents will know who to contact if someone is requiring a card

If the Card Co-ordinator has any question regarding the appropriateness of sending a card to a resident, he or she will contact the Vice President or the President of the Board.

On retirement the Card Co-ordinator will explain the duties to the incoming Co-ordinator and pass along all supplies, etc. including a copy of these Procedures.