

**FOREST CREEK WOMAN'S CLUB
BOARD MEMBER JOB DESCRIPTION**

BLOCK CAPTAIN COORDINATOR

(NEWSLETTER / DIRECTORY / FLYER DISTRIBUTION)

1. She shall have the **option** to attend board meetings or give the information to the Vice President of her team to report.
2. She shall be responsible for all Block Captains and their activities.
3. She and her block captains shall inform the 1st Vice President—Membership of any new residents in Forest Creek Estates. All block captains will assist in welcoming new residents if asked by the 1st Vice President—Membership.
4. She shall distribute newsletters, directories, and special distribution flyers to Block Captains, as requested by the Board of Directors.
5. She shall operate within the Board-approved budget. She shall obtain Board approval for any additional monies needed.
6. She shall have an email address and be able to correspond via email.
7. She shall have basic computer skills, and be able to navigate the FCWC website and obtain information and print from the FCWC website.