

Sierra Canyon Voice

Village Delegates and Alternates General Job Description

The role of a Village Delegate and/or Alternate: The Association's success depends on the willingness of community-minded residents to serve with the Board of Directors as a means of communicating with one another within our community of Sierra Canyon, sharing thoughts and ideas among one another. For that reason, anyone who is considering this position should have a reasonable working knowledge of sending and receiving both individual and group emails.

Village Delegates are the eyes and ears of the Association within their Villages. They serve as informal leaders of their Villages by communicating information about the Association to the residents and by providing their Village residents with feedback on questions and concerns both from the Village residents to the Board of Directors and from the Board of Directors to the Village Delegates.

Ways to enhance communication: There are many ways to enhance communication. For example, Village Delegates may wish use e-newsletters, email distribution, or informal gatherings to get the word out. A Village Delegate may wish to organize an informal neighborhood watch-type program if that is desired among that Village.

While the method of communication may be specific to each Village, it is important each Village Delegate find a particular way to communicate with the residents of his/her Village that works for them.

The primary responsibility: The Village Delegate and Alternate is primarily to facilitate and foster positive communication between themselves, the Village residents and the Board of Directors in an informative, timely, factual and balanced manner, being sure to present all sides of any controversial issues.

Examples of the types of communication and strategies to enhance communication:

Some suggestions that may meet these expectations with Village residents are:

- Announcements of Village meeting and social events.
- Forwarding of security alerts if appropriate
- Solicitation of volunteers for community projects
- Reminders of forthcoming events
- Explanation of policies and rules affecting the Village and community
- Requests for community input on issues about which residents may be interested and/or the Board of Directors have solicited.

Counterproductive types of communication:

It is not the village delegates responsibility to:

- Advertising, promoting, or soliciting for any commercial product or service.
- Political advocacy for or against any candidate or public issue
- Personal attack upon any individual or upon any official body of the Association
- Personal complaints or opinions on Association policies or issues presented without recognition of competing viewpoints
- Inappropriate or disparaging language

The Village Delegate's primary responsibility is positive and forward thinking communication between the Board of Directors and the Village residents, and vice versa.

Strategies to Enhance Communication within Your Village:

- Establish a Village Phone and/or Email list
- Organize a Village Block Party at least annually
- Meet with some or all of your Village residents to brainstorm strategies that might enhance their quality of life within the Village and Sierra Canyon
- Establish a Neighborhood Watch-type Program which is an excellent communication tool. (some important liability issues for those involved with this type of program have arisen. Thus use caution if you wish to pursue this concept for your Village.) Contact the local police department for guidance.

Two year term: A Village Delegate and Alternate are each to serve for a term of two years. The Alternate's job is primarily to back up the Delegate and to fill in when the Delegate is unavailable to fulfill a particular task at any given time. The Alternate may wish to apply for the Delegate position after serving as the Alternate.

Annual training workshop: There will be an annual workshop to assist the Delegates and Alternates to learn and share ideas of enhancing, communicating, supporting the positive lifestyle all residents of Sierra Canyon.

For more information:

Contact Sue Whitaker, Facilitator

Email: sue.whitaker43@gmail.com

Home: 775-657-8057

Office: 775-530-8344

Address: 9340 Stonebury Court

Sierra Canyon Voice

Village Delegate and/or Alternate Application

Thank you for your interest in becoming a Village Delegate or Alternate. Please provide the following information:

REMEMBER: The primary purpose of the Village Delegate and Alternate is that of positive communication both to and from the Board of Directors and members of each Village. There will be quarterly meetings with the Board of Directors and the Village Delegates for that purpose.

Once annually, there will be a two hour training session with all of the Village Delegates and Alternates to define their goals and wishes.

Name:

Address:

Telephone number(s):

Educational and work background (or attach a resume' if you still have one):

Past or present Association/Committee Experience:

Why would you like to serve as a Village Delegate or alternate?:

NOTE: A Village Delegate and/or Alternate is selected for a two year term.

Please return to Sue Whitaker, 9340 Stonebury Court, sue.whitaker43@gmail.com.

Or leave at Aspen Lodge Desk for Sue Whitaker.

You will be contacted soon by her.

