

GPOA Volunteer Form

Name _____ Phone Number _____ Email _____

Check off as many boxes as you like, then mail the completed form to GPOA, PO Box 13943, New Bern, NC 28562 *or* put it in the GPOA Box located near the water fountains at The Emerald *or* give the form to any GPOA Board member.

SKILLS:

- PROOFREADER FOR DIRECTORY:** The Proofreader needs to be available in August-September time frame.
- PHOTOGRAHER FOR DIRECTORY:** We would like more pics from Greenbrier. Can you help?
- SELLING ADS FOR DIRECTORY:** Do you have the gift for sales? The ads are becoming a significant source of income for the GPOA. We have a high retention of ads from past years and Greenbrier is a market that local businesses *want* to reach so ads are easy to sell.
- GRAPHIC ART:** If you have talents in the field of graphic arts, let us know. Your assistance with flyers and brochures and other projects will be most appreciated.
- SOCIAL PLANNING:** Do you have a flair for event details from planning them, organizing decorations and centerpieces, to making up to-do lists to be sure nothing is overlooked?

COMMITTEE MEMBERSHIP:

- Architectural and Covenant Committee** Members are appointed for a one-year position. The Committee meets once a month. Members are assigned specific areas of Greenbrier. The duties involve protecting the quality of living standards, appearance, and character of Greenbrier. These duties include, but are not limited to:
 - review building plans and setbacks prior to construction;
 - monitor construction and lot condition;
 - ensure all exterior changes to existing property comply with established covenants and procedures;;
 - oversee tree removal.
- Welcome Committee** Members volunteer for an unspecified term. The purpose of this Committee is to make new residents feel welcome. The outgoing members visit the newcomers. The shy committee members work behind the scenes searching the public records on their computer to find out who is moving in, and sending a welcome letter to garner the details for a convenient time for the visit. Others stuff the welcome packets we pass out. Once a year, the Welcome Committee plans and hosts a Welcome Reception for all the residents who have moved into Greenbrier over the last year.
- Pony Express** This group of people assists in getting information into the newspaper boxes of individual homeowners. This includes dues notices, GPOA membership decals, Directories, special announcements about petitions and/or upcoming events. Each "ride" of the Pony Express involves about a ½-hour time commitment and saves the GPOA a ton of money on postage costs.
- Easter Egg Hunt** On the Saturday before Easter, the Easter Bunny visits Greenbrier and leaves candy eggs for children eight years and younger. This involves a small committee (2-3 people) to put out the signs, advertise the event, purchase plastic eggs and candy, stuff the eggs with candy, find someone to play Easter Bunny and someone to emcee, and set up and tear down on the Saturday morning event.
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- Arts and Crafts Exhibit** Greenbrier is awash with talented artists and crafters. A small committee of 3-4 people coordinate the annual event inviting artists (maximum 20), collecting bios, printing program, arranging tables. The two- hour event includes cash bar and light appetizers, as well as background music.