



## Committees Interest Form: Communication Committee

### Including Website Sub-Committee and Welcome Committee

**Introduction:** Skyestone is a self-governing homeowners association with an owner elected Board of Directors. There are 519 homes in Skyestone with nearly 800 residents and significant amenities and assets. Currently our organization management structure consists of a five-member Board, and six committees (Finance, Landscape & Grounds, Architectural Review, Communications, Facilities & Capital Improvements, and Events). The operation and administration of the Skyestone Community Association is supported by our management company, Advance HOA Management, with an on-site Community Manager and Lifestyle Director. The management company and on-site staff work under the direction and approval of the Board.

**Application submittal:** Email your completed form to the Community Manager at [communitymanagement@skyestone.org](mailto:communitymanagement@skyestone.org). The Board takes applications until all positions are filled. Applications for committee positions are forwarded to the Board for review and appointment. The committee chair may contact you to gather additional information.

CONTACT INFORMATION	
Name:	Telephone:
Address:	
Email:	
COMMITTEE INTEREST	
I am interested in the following committee(s):	
<input type="checkbox"/> Communication Committee	<input type="checkbox"/> Welcome Sub-Committee
<input type="checkbox"/> Website Sub-Committee	<input type="checkbox"/> Any of the committees
PARTICIPATION PREFERENCE	
I would prefer to participate in the following ways:	
<input type="checkbox"/> In person meeting only	<input type="checkbox"/> Other, please indicate: _____
<input type="checkbox"/> Zoom meeting only	<input type="checkbox"/> Any of the above
<input type="checkbox"/> Conference calls	
AVAILABILITY	
<input type="checkbox"/> I'm available anytime of the year.	
<input type="checkbox"/> Generally, I'm away for a period of time (more than 2 weeks), but I can connect for committee business.	
<input type="checkbox"/> I'm away for a period of time (more than 2 weeks) and I cannot connect for committee business.	
<input type="checkbox"/> Other: _____	
TECHNOLOGY	
What technology do you have available to participate in Skyestone committee business/activities?	
<input type="checkbox"/> Workstation or laptop	<input type="checkbox"/> Microsoft Office package
<input type="checkbox"/> iPad or other tablet	<input type="checkbox"/> Microsoft Office-type package
<input type="checkbox"/> Smart phone	

### SKILLS/KNOWLEDGE/EXPERIENCE

Please indicate which of the following skills/knowledge/ or experiences you have that relate to the work of the Communication Committee, Website sub-committee and/or Welcome sub-committee: (List 6-8 skills or knowledge related to your committee)

- ☐ Demonstrated problem solving skills
- ☐ Strong customer relation skills
- ☐ Knowledge of marketing, public relations, and/or promotion within a non-profit organization (desirable)
- ☐ Interest in writing articles for the Newsletter (desirable)
- ☐ Knowledge of contemporary web design and support (desirable)
- ☐ Document editing (desirable)
- ☐ Ability to research solutions to current problems (desirable)
- ☐ Graphic design skills in a contemporary social media environment (desirable)
- ☐ Interest in learning to work with different communication tools—newsletters, websites, social media platforms

Please indicate other skills/knowledge/experience that will be useful in your work on the Communication, Website or Welcome sub-committee.

### INTEREST STATEMENT

Please share why you are interested in being on the Communication, Website or Welcome Sub-Committee.

A Communication Committee member will reach out to you to see if you have additional questions or require additional information.