

Checklist of Responsibilities of the Lake Mitchell HOBO Area Representative

- Act as a neighborhood coordinator. Contact and/or visit every homeowner in your Area at least once per year.
- Distribute welcome bags to new residents of your Area.
- Introduce Area residents to the HOBO website at www.lakemitchellhobo.org and encourage its use as a resource for a wealth of information about HOBO and Lake Mitchell.
- Maintain the directory for all homeowners in your Area, including name, lake address, home address, phone numbers and email. Submit any changes to the person who maintains the complete HOBO directory (currently Jim Woodrow.)
- Attend HOBO meetings (Board meetings, Annual Meeting and Area Representative meetings as scheduled). See the Calendar page on the HOBO website for meeting dates.
- Serve as the liaison between your Area residents and the HOBO organization.
- Organize and host functions within your Area to promote fellowship among residents.
- Recruit new members for HOBO and encourage all Area residents to pay annual HOBO dues.
- Promote participation in HOBO events and activities, attendance at open meetings, and encourage residents with leadership potential to assume active roles in the organization.
- Be alert and make observations in your Area with regard to environmental issues, erosion, construction, litter and pollution.
- Educate Area residents about conditions or activities that might damage our lake.
- Work with residents to promote safety or address safety issues on or around the lake. Observe areas for hazards and report as necessary.

NOTES:
