

**NEPCO Board of Directors  
Position Descriptions, Responsibilities, Activities and Contacts**

**Directory of Community Outreach**

**Position Description:**

NEPCO Bylaws: Section 7.06: The Director of Community Outreach shall conduct marketing and public relations activities to establish lines of communication with the community of HOAs, other residential areas, new developers, businesses and governmental agencies in the NEPCO area of interest to facilitate the accomplishment of the general purposes of NEPCO.

**Responsibilities:**

*Marketing*

Communicate with OCN and other media outlets  
Business cards, Marketing Materials, Name tags

*General Meeting Sponsors*

Reach out to the Northern El Paso County Community, Businesses, and HOAs to establish communication and potential meeting sponsors.

*Refreshments*

General meeting

**Activities required by the responsibilities:**

Contact Businesses, schedule coffee and refreshments, 2 weeks prior General meeting  
Pick up refreshments (King Sooper, Serrano's,) 9:00 am, meeting day  
Pick up 2 coffee air pots (decaf & regular), cups, cream, sugar, stir sticks at 9:00 am meeting day and return vendor air pots following meeting. Set up refreshment table

Reach out to OCN and other media outlets to publicize upcoming NEPCO meetings  
Reach out to OCN and other media outlets to publicize NEPCO meeting information

Design, prepare and order business cards as approved and needed  
Design marketing materials as approved  
Order Director name tags as needed

Contact HOAs not currently NEPCO members regarding potential membership  
Engage with Developers/builders with NEPCO opportunities  
Engage with Governmental agencies with NEPCO opportunities

**Contacts:**

**NEPCO** Northern El Paso County Coalition  
of Community Associations, Inc.

- a. Eagle Engraving – 719-332-6472
- b. King Soopers Bakery - 719-488-2955
- c. OCN (Our Community News) - 719-488-3455  
Jennifer Kaylor  
Lisa Hatfield
- d. Serrano's – 719-481-9445  
Carley, Store Manager

Donna Dee  
Director of Community Outreach

10 August 2018