



OURROC-SWF

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Our Resident Owned Communities - Southwest Florida, Inc.

New Volunteer Positions available for OURROC coordinators

As of December 8, 2025

These positions are for OURROC members serving with but not necessarily on the Board of Directors. Currently these are positions board members cover along with other responsibilities. You may be invited to sit in and comment at some board meetings. These persons could become board members if nominated.

Coordinator of Director Training Process

- Working with our President who is the primary contact with our legal team, Secretary.
- Knowledge of basic computer skills, especially emails.
- Manage registration, and communication with registrants for our annual meeting. This task is carried out mostly throughout the snowbird season from November through February.
- Email certificates of completion to all registrants who attend the training.
- This function will be accomplished with emails and zooming communications and requires no site travel.

ZOOM Host

- Work with the Secretary who has offered this service so far.
- Knowledge of ZOOM technology for groups of 2 to 100 +.
- Setup, host, pack up and record to our website every member meeting including training.
- OURROC has its own ZOOM contract and Youtube channel used to formulate videos for our website.
- This function requires travel to the 6 seasonal meeting locations.

Coordinator of Meeting Presenters

- Work with the Program Director as you search for the right presenters once a program subject has been decided on by the board.



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- Inform the presenter of our purpose in offering their subject, and the procedures we need a presenter to follow.

- Discover the needs the presenter has for technical support, podium, etc.

- Follow up with presenter at least once between reserving their presentation and a month before the first of the month BEFORE the month of their presentation. Then a third time a week before their presentation.

- Greet the presenter when they arrive at their meeting and assist them any way they ask. Offer refreshment as well. Be available during the presentation if needed by them.

One last follow up soon after the presentation to discover if we could improve anything about the meeting from their perspective.

- This function requires travel to the 6 seasonal meeting locations.

Coordinator of host communities.

- Work with the Program Director as you search for the right Host Community once a program subject has been decided on by the board.

- Begin seeking host communities for the upcoming season January 2 of the current season.

- Communicate with Program Director about suggested communities to contact or those that have contacted us about hosting.

- Discuss host community preparations from our procedures list.

- Arrive by 8:30 (meetings begin with attender networking and refreshment at 9:00) to assist in set up, or questions of the host.

- Assist with any host cleanup after the meetings.

- This function requires travel to the 6 seasonal meeting locations twice.

- You and the president will attempt to meet with the contact folks at the host community a week or so before the member meeting to answer questions and learn how we may help them host well

Anyone interested to more information please email OURROC Secretary Ken DeWalt, kendewalt1@gmail.com.