

## Hidden Valley Community Association

|   |  |
|---|--|
| <b>Membership Director<br/>Position Description</b> | <b>Date Drafted</b> <u>May 27, 2013</u><br><b>Date Approved</b> <u>September 20, 2013</u><br><b>Date Revised</b> _____ |
|---|--|

The role of Memberships Director is to oversee Membership activities which include recruitment of new members, collection of membership fees and maintain a current list of all community association members.

### **Specific Responsibilities of Memberships Director**

In addition to the general duties and responsibilities of all Directors, the Memberships Director has these additional duties:

- Chairs the Membership committee, maintain records of committee minutes for the Secretary and provide information to the Board on committee business
- Recruits members as necessary to assist with the activities of the Membership Committee
- Reviews and prepares policy and procedures with respect to Membership
- Recommends fee structure to the Board
- Recommend strategies to increase Membership; outline the activities, objectives related to increasing paid memberships in the community association as well as improving communication and involvement of members in community Special Events
- Manages an Annual Membership Drive; recruits and organizes volunteers
- Develop and/or order yearly Membership cards
- Coordinates a Membership table at all community Special Events
- Investigate member discount programs (social club program)
- Process mail for new Memberships
- Data entry of all Memberships
- Send, mail or deliver new Membership cards
- Ensure a current list of community members is maintained and forwarded to the Secretary
- Ensure all members pay their annual fees and forwards monies to the Treasurer for deposit
- Receive a list from Sports Teams that require a community membership for insurance purposes and verify everyone has a current membership for the season the sport is being played
- Contact anyone who needs a new Membership
- Establish a Membership budget with advice from the Treasurer
- Write a Membership related column for the Newsletter
- Prepare a report for Annual General Meeting
- Prepare a sign-in sheet for Annual General Meeting and ensure all people who vote are Members in good standing with the community association

### **Authority and Accountability**

- The Memberships Director is elected by and accountable to the members of the Hidden Valley Community Association
- The Membership Director serves as a Committee Director

### **Term**

- The Memberships Director is elected for a one (1) year term, renewable for two (2) terms maximum, at the Annual General Meeting