

MEMBERSHIP SECRETARY, HARBORD VILLAGE RESIDENTS' ASSOCIATION

JOB DESCRIPTION

The Membership Secretary ("MS") is an elected position on the HVRA Board of Directors and is one of the Officers of the Association. The Association Constitution describes the role as follows:

6. (e) The Membership Secretary shall maintain the membership list and associated data; develop strategies for membership development, retention and communication; and issue annual renewal letters, as well as coordinate Area Rep follow-up.

Responsibilities:

1. Creating, maintaining, and updating the on-line list of HVRA members
2. Ensuring, to the extent possible, that the list is accurate
3. Preparing Area member lists from time to time for use by Area Representatives; such lists will be provided at least once yearly to ensure the Area Reps have a current and accurate record of HVRA membership (both paid and lapsed)
4. Maintaining information received by virtue of the MS position confidential except to the extent necessary for the MS, or other Board members, to do their respective work
5. Working with HVRA Board members, develop strategies, programs and activities to promote (i.e. increasing) membership in the Association
6. Collecting membership dues on an annual basis through as many means as possible
7. Creating and/or maintaining membership forms
8. Attending the HVRA Spring Meeting, Annual General Meeting, and Fall Fair to set up a membership table
9. Attending at other HVRA-sponsored public events, as needed, to set up a membership table
10. Ensuring monies collected for membership (and from time to time, for other purposes, e.g. T-Shirts) are given to the Treasurer at the earliest possible opportunity
11. Maintaining custody and control of the Membership banner and cash box, and maintain a float of \$100 (in various denominations) for use at each public event

12. Printing a hard copy of an up-to-date membership list for use at each public event
13. Recruiting volunteers as needed to help staff the Membership table at public events
14. Reporting regularly to the HVRA Board regarding membership matters, including the numbers of renewed members in any given year
15. Corresponding with, or responding to, member contacts to the Membership Secretary by email, telephone, or in person at public meetings
16. Participating as necessary in any matters of the HVRA that regard membership
17. Participating in new Board member orientation, ongoing training and mentoring as needed