

CORKERY COMMUNITY ASSOCIATION

Position—Membership Registrar

Duties and Responsibilities

Under the general direction of the CCA Board of Directors, the Membership Chairperson is responsible for recording and administering to paid members of Corkery Community Association. Duties associated with this position include, but are not limited to:

- primary contact for registration of new members
- responsible for coordinating the annual membership drive/recruitment including advertising, renewal notices and one formal membership form enrolment per year in the newsletter.
- responsible for maintaining and updating the membership database. Ensures membership data is created and maintained with pertinent information for members' use and for statistical analysis.
- be in attendance at Spring registration and co-ordinates membership table for each CCA special event.
- ensures the development and evaluation of membership programs.
- performs such other duties as usually pertain to the office of Membership.
- attends monthly Executive meetings.
- watches for and encourages new members to volunteer for the Association.
- as directed by the CCA Executive, communicates with membership and prospective members as required.
- when appropriate, provides new and renewing members with receipts, letters of welcome and other relevant materials.
- under direction of the CCA Executive, revises membership brochure and application forms as required.

Knowledge and Abilities

Candidates for the position of Membership Chairperson should have the following basic knowledge and abilities:

- word processing skills
- good organizational & communication skills

Commitment

This position requires, on average, a time commitment of four hours per month.