



CITADEL COMMUNITY ASSOCIATION VOLUNTEER ROLE DESCRIPTION

Role: Director—Memberships

Authority and Responsibility:

The Board of Directors is the legal authority for the Citadel Community Association. As a member of the Board, the Director is in a position of trust for the community and is responsible for the effective governance of the organization.

The Director keeps current on matters affecting the Community, and participates in the Board's deliberations and decision in matters of policy, finance, programs, personnel and advocacy.

The Director must assist in developing and maintaining positive relations among the Board, committees and Community to enhance Citadel's mission and vision.

Requirements:

Requirements of the Director—Memberships include:

1. Commitment to the work of the organization
2. Willingness to serve on committees and attend committee meetings
3. Attendance at monthly Board meetings, committee meetings when needed, Annual General Meetings, and membership meetings
4. Support of and participation in special events and fundraising activities
5. Member in good standing of the Citadel Community Association
6. Knowledge and skills in the areas of database management, organization and volunteer recruitment.

Term:

As outlined in the Bylaws of the Citadel Community Association, the term of a board member shall commence after election of the Board of Directors at each Annual General Meeting. The term shall be one year and will not exceed two years except under conditions outlined in the CCA Bylaws. Removal of a Board member shall also follow guidelines set out in the bylaws.

General Duties:

1. Chair the Membership committee, maintaining records of minutes for the Secretary and providing information to the Board on committee business
2. Organize annual 2 week membership drive for all areas of Citadel. This includes ordering yearly membership cards, organizing canvassers, preparing distribution and collection of membership kits, data entry of all memberships.
3. Provide Treasurer with membership funds received on a monthly basis, that balances with a list of new members.
4. Prepare report for AGM.
5. Prepare sign-in sheet for AGM and ensure all people who vote are members in good standing of the Community Association.
6. Process mail in membership application and mail or deliver new cards.
7. Maintain up to date membership list on data base and produce a print out for Stampede Breakfast, Winter Gala, AGM and other purposes as required..
8. Organize table and sell memberships at community events.
9. Prepare sandwich boards to publicize all community events.
10. Attend or arrange someone to attend registration for Sports to sell memberships.
11. Receive lists from Sport Teams that require a community membership for insurance purposes and verify everyone has a current membership for the season the sport in being played. Contact anyone who needs a new or renewed membership and ensure that they do so. This takes approximately 4-5 hours each March and October.
12. Establish a membership budget with advice from the Treasurer.