



## Manotick Village Community Association (MVCA)

### **Position: Director of Membership**

**Reports to:** President & Board of MVCA

**Job Overview:** To record, manage and maintain both written and/or electronic databases of MVCA members, to respond to all membership-based inquiries and, to maintain contact with potential and current members to encourage new memberships and renewal of existing memberships.

**Term:** Two years with extensions approved by the President and the Board

**Qualifications:** Resident of Manotick, Member in good standing of the Manotick Village & Community Association, each Director shall be 18 or more years of age

**Appointment:** Appointed by the Board of Directors

### **Responsibilities and Duties:**

- Attend monthly MVCA Board meetings, AGM and other functions as required
- Respond to inquiries/requests regarding membership and/or issues that affect membership
- Receive, record and track membership applications using established Microsoft Excel Database and Constant Contact Program
- To contact members to renew expiring memberships.
- Submit written report to monthly to Board meetings including but not limited to, total number of members, new and renewed member and any notes relevant to the months activities
- Retain all files, written and/or electronic, which are to be forwarded to the President at the end of the two-year term