

Membership Committee Description and Authorization

Purpose: The Membership Committee is established to manage membership in the Kings Park West Civic Association (KPWCA). The Membership Committee is most active during the annual membership drive, from October thru December, and performs other tasks throughout the year. The membership committee should be comprised of members in good standing.

Scope: Key functions are:

I – Positions

- a) Committee Chair,
- b) Block Captains,
- c) A volunteer as an IT Admin,
- d) Volunteers as Data Entry Operators,
- f) Other members the KPWCA Board may add positions at any time.

II- Committee Chair Key responsibilities include:

- a) Coordinate the annual membership drive,
- b) Prepare membership information packets for Block Captains,
- c) Regularly check for, and respond to, membership correspondence received through the KPW Membership email address, as well as other communications,
- d) Work with the treasurer to ensure accuracy of member payments and database,
- e) Recruit, organize and support the Block Captains, and maintain a list of their information,
- f) Coordinate and provide updates to Block Captains, IT Admin and Data Entry volunteers to maintain the membership database, ensuring privacy of membership information,
- g) Keep the KPWCA Board apprised of progress and to clarify issues or receive approval for changes,
- h) Attend General Membership Meetings and check attendance against current membership listing to determine the number of eligible membership voters in attendance (in person or by proxy) to verify a quorum,
- i) Attend Board meetings when necessary.

III- Block Captains Responsibilities include:

- a) Assist the Committee Chair in his/her duties,
- b) Maintain the members' list of their Blocks, ensuring privacy of membership information,
- c) Promote and perform an active participation in the annual membership drive,
- d) Inform the Membership Committee Chair of new residents in their Blocks,

IV- Additional Tasks: The Membership Committee also collaborates with other Committees and KPW groups as necessary. Some of these collaboration tasks include:

- a) Provide verification that individuals/households are current KPWCA members in good standing. Verification is used by the Scholarship Committee, Dumpster Day event coordinator (spring and fall), and to the KPWCA Board as needed,
- b) Coordinate with Signboard Committee members to update signboards to remind KPW households of the annual membership drive.

Authorization: The Membership Committee is authorized to buy the following items and services up to the approved budget in order to accomplish Membership tasks:

- a) Items: Pens and Paper - Files and folders – Ink cartridges for personal printer - Software to manage the Membership Database - Awards for reaching Membership goals (Gift Cards, Plaques...)
- b) Services: Copying, Printing, Biannual directory publishing.

Receipts for reimbursement should be submitted for payment to the KPWCA Treasurer within 60 days following the purchase. Additional donations arising from the spring membership drive will be available after receipt. The Committee will coordinate with the KPWCA Treasurer to determine budget and donation balances. Temporary requests to change or go beyond the scope of this authorization must be coordinated with KPWCA Board. Permanent changes must be approved in writing and signed by the president, KPWCA Inc.

Signed,

President, KPWCA Inc.