



Membership

- Maintain current data base of all community association members and advertisers
- Organize and maintain canvass areas around the lake (currently 18)
 - Contact previous canvassers to confirm their continued involvement
 - Recruit volunteers when needed
 - Train and support volunteers
- Prepare and have canvasser kits ready for delivery or pick up by July 1st of each year
- Canvasser's kits to include:
 - Instruction sheet for each canvasser including any new instructions for the current year plus a list of lake events for the year
 - Current membership information listing for each area with pre-paid members marked paid
 - Optional membership cards for each payee
 - "Sorry I Missed You" cards
 - Membership kits sufficient for their route, which includes:
 - Current contact directory of all members
 - Any information that may be of interest to our membership base (local or FOCA publications, information from the Bancroft Chamber of Commerce, etc.)
 - New member packages to be provided to new members. This is a larger package which includes important lake information (maps of the lake, sundry information) and a welcome letter.
- Keep status of each member in the membership database (paid, non-member, sponsor, 50 year member, etc.)
- Deposit dues received into the SLCA bank account
- Notify Treasurer when deposits are made
- Send a reminder email or letter to members who were not reached by the canvasser
- Forward comments from members to the association President and discuss comments at the fall executive meeting
- Prepare a statement and report for the Annual General Meeting (AGM)
- Set up a welcome table at the door for the AGM. Print out a list of members plus a sign in sheet from the data base. Ensure that participants sign in on the prepared sheet and advise the President the number of attendees and whether a quorum has been achieved.
- Write appropriate articles for the spring and fall newsletters
- Attend spring and fall executive meetings