

# MEMBERSHIP DIRECTORY CHARTER

## PURPOSE:

- To collect, maintain, and provide a listing of the names, addresses and phone numbers of all DVCA owners and tenants for the Association. Eagle Run and Quail Run owners and tenants are included in this listing.

## GOALS:

- To be as accurate as possible with the information received.
- To keep current the names, addresses, phone numbers, and email addresses of residents.

## MEMBERSHIP:

- The Chair is appointed by the Board of Directors.
- The Chair works with the editor of the *Deerlake Diary* in compiling and updating the community register of residents.

## RESPONSIBILITIES:

- Monthly
  - Coordinate changes of homeowners' (tenants' when applicable) information as reported in the the monthly *Deerlake Diary*.
  - Generate labels for the *Deerlake Diary* mailing
- Annually, in December, prepare an updated *Membership Directory* to be mailed with the January *Deerlake Diary*.
- Annually, working with the Secretary and Treasurer, prepare labels for the Annual Meeting mailing, the Collection of Assessments, and any other mailings as so requested by the Board.
- As needed, save regular backups of Association data on a flash drive that will be stored in the DVCA safe deposit box.

## MEETINGS:

- Currently, the Membership Directory and Newsletter Chairs meet as necessary to coordinate information and prepare the *Directory*.

## BUDGET:

- There is no budget appropriation for this committee. The cost of printing and mailing is part of the cost of mailing the newsletter. The chair will submit any expenses to the treasurer for reimbursement from account 1100, Administrative Supplies & Postage.

This Charter adopted and approved by the DVCA Board of Directors on the 14th of June 2018.