MEMBERSHIP DIRECTORY COMMITTEE CHARTER
DEERLAKE VILLAGE COMMUNITY ASSOCIATION

PURPOSE.

To collect and maintain a database of all Deerlake Village Community Association (DVCA) homeowners, residents, and renters and Eagle Run and Quail Run owners and tenants. To provide to the DVCA Board printings of these owners, residents, and tenants which include names, addresses, email addresses, and phone numbers in various formats.

GOALS.

- To be as accurate as possible with the information received.
- To keep current the names, addresses, phone numbers, and email addresses of residents, owners, business principals, trustees, trust beneficiaries, renters, and family member residents.

MEMBERSHIP.

Unlike other committees, the Membership Directory Committee does not have a chairperson and members. The lead of the committee is the Membership Directory database administrator. There are no additional members on this committee.

SKILLS REQUIRED FOR CHAIR.

The chairperson of this committee is the database administrator (DB Admin). The DB Admin must have the following mandatory skills and knowledge.

- Have a working knowledge of the database used to maintain the directory information. Currently, Microsoft (MS) Access 2024 is used to maintain the data, tables, forms, queries, and reports.
- Use of editor programs for written publications. Most commonly used are MS Word, MS Excell, and Adobe Editor.
- Use of email. Most commonly used is MS Outlook followed by Google Mail.
- Use of processes to convert any information generate to a portable document format (PDF). The simple method is to perform a “Print to PDF” function within your editing program.

RESPONSIBILITIES.

- Monthly
    - Update changes in ownership, renters, and contact information as reported.
- Quarterly:

    - Save backups of DVCA Membership database on a flash drive that will be stored in the DVCA safe deposit box.
- Annually
    - In November, prior to the DVCA Board's working session, support annual mailings:
        - Prepare and provide a copy of the full membership directory for printing and inclusion in the Annual Meeting packet mailing.
        - Prepare labels for the Annual Meeting mailing.
    - In December, prior to the DVCA Board's working session, support annual assessments:
        - Work with the DVCA secretary and DVCA Treasurer to provide reports or information needed for annual assessment billings.
        - Prepare labels and/or list of mailing addresses to send assessment invoices.
- On Demand:
    - Provide a list of non-owner residents which may be renters or family members.
    - Provide mailing labels to non-resident owners which have non-owner residents in DVCA or Condo properties.
    - Provide reports as requested.

MEETINGS.

- Frequency of formal meetings. There are no formal meetings for the Membership Directory Committee.
- Informal communications and coordination. DVCA Board or Directors may request ad hoc meetings when required.

RECORDS KEEPING.

- UPS Printing Receipts: The DB Admin will ensure to obtain a receipt for printing the Membership Directory from the UPS store. DVCA has an account and upon picking up the prints the editor will inform UPS to charge the cost to the DVCA account. The DB Admin will scan or photograph the receipt and send it via email to treasurer@deerlakevillage.org as soon as possible. Once sent, the receipt may be discarded.
- DB Back-Ups: The DB Admin will notify that the Quarterly back-up on the USB Flash Drive has been made for storage in the Safety Deposit box. The DB Admin will place the drive in the Secretary's folder in the Ballroom's second closet's file cabinet. The secretary will maintain three copies (3 USB drives) so that there is a child, parent, and grandparent version to ensure the ability to retrieve data for the past nine months.

ANNUAL BUDGET.

- Expenses for the printing of the membership directory will be charged to Account 1100, Administrative Supplies & Postage.
- No formal budget is required. Budget for the upcoming year should be developed by adding 10% to the cost of the directory printing from the prior printing. This informal budget will be sent to the committee liaison, the finance committee, and the treasurer.

INTERFACE WITH OTHER COMMITTEES.

This committee interfaces with all DVCA Board of Directors and Committees as described above.

REVIEW OF CHARTER.

We will review this charter not later than June 30th of the calendar year. Once reviewed and edited, the DB Admin will submit to the DVCA Board Liaison for approval by the DVCA Board.

APPROVAL.

The Membership Directory Committee Charter was approved by the DVCA Board of Directors on the 14th day of May 2026.