

Membership Sales Coordinator

Position Description

Oversee the organization of the Head Reporters and Block Reps for the purpose of membership development.

1. Organization of the Head Reporters and Block Reps for data collection and membership drive follow-up.
 - a. Establish an email communication system with the Head Reporters.
 - b. Redefine Head Reporter responsibilities.
 - c. Establish an email communication system with the Block-Reps.
 - d. Redefine Block-Rep responsibilities.
2. Follow up on delinquent members once the membership drive is concluded.
 - a. Use the Head Reporter – Block-Rep communication tree for initial follow-up.
3. Contact identified new residents with a Welcome Letter and invitation to join the Association.
 - a. New resident information will be forwarded through Block-Reps and Head Reporters.
 - b. New resident information will be forwarded directly from our real estate representative.
4. Attend and make reports at monthly WRCA meetings as appropriate.

Compensation

The Membership Facilitator will be compensated \$2.00 for each past member reinstated after the close of the Annual Membership Drive.