

NEPCO Board of Directors

Position Descriptions, Responsibilities, Activities and Contacts

Director of Membership

Position Description:

NEPCO Bylaws: Section 7.05: Director of Membership. The Director of Membership shall form a committee, as appropriate, and conduct activities to retain and grow membership in NEPCO, ensure NEPCO provides valued services to its members, request feedback from members on the value of services provided, and maintain a current listing of HOA non-members in the NEPCO area of interest for recruiting purposes.

Responsibilities:

1. Maintain and grow NEPCO membership
2. Help the Board ensure activities and services provided by NEPCO are valuable and informative to our members and meet NEPCO's mission.
3. Contact non-member HOAs on NEPCO's list to inform them about NEPCO's mission and services and invite them to join.
4. Maintain the non-member list of HOAs in the NEPCO area for potential recruits.

Activities required by the responsibilities:

1. Expand NEPCO membership through contact and education with members and non-member HOA's on NEPCO value added services.
2. Solicit membership feedback on the value of NEPCO services and provide recommendations to the BOD on improvements to NEPCO activities and services.
3. Manage the Membership Committee activities to review membership status, potential new membership HOA contacts, actions and procedures needed to grow and retain memberships
4. Maintain spreadsheet of potential new HOA NEPCO members with points of contacts, history of interaction and their level of interest in NEPCO.
5. Review and recommend to BOD new Business Associate and Honorary Associate members.
6. Review and recommend memberships for removal from NEPCO for non-participation, non payment of dues or violation of NEPCO rules of conduct
7. Lead the annual update of the HOA Information Matrix by the HOA members for posting
8. Complete action items assigned to the Director of Membership by the Board of Directors
9. As requested by the Board of Directors, brief results and recommendations of the Membership Committee activities at NEPCO meetings.

10. Provide the Secretary, who will be the single person responsible for posting changes in the NEPCO membership database, with updated contact information on all HOA Representatives and Presidents, Associate Members and Honorary Members

Contacts:

1. NEPCO HOA members to capture changes in contact information and solicit feedback on the value of NEPCO activities and requests for new activities or speakers and topics of interest.
2. NEPCO Board of Directors to review feedback and membership committee activities
3. Potential new HOA's Board of Directors to inform them about NEPCO and invite HOA's to join.
4. NEPCO Outreach Committee to communicate with NEPCO and Non-NEPCO HOA members about NEPCO's mission, activities and value.

Bob Swedenburg
Vice President

Original 10 August 2018
Updated 30 September 2025