

DCHA Welcome Director Procedures

A float of \$25 (twenty-five dollars) is provided to the Welcome Director.

- A "Float Acknowledgment Form" is completed with the Treasurer.
- The float is for membership fees and must be returned in full to the Treasurer upon leaving the position.

1. From information received from the Data Management Director, set up appointments with New Residents for welcome visit.

- Maintain a log/appointment book with all new residents, when they have been contacted and date of visit. (See New Resident Welcome Visit Appointment Record)

2. Oversee the assembly of New Resident Information Kits for distribution during welcome visits.

- If required, engage a Director at Large to assist in photocopying and assembling of packages.
- *Currently DC Administration has agreed to photocopy the Welcome Package*

3. Meet, welcome and provide member information to new residents.

- Review the welcome package with new resident which includes:
 - Welcome Director's Business Card. This is placed in business card holder in the front cover of the welcome folder.
 - Welcome and Table of Contents
 - Contact Information Sheet
 - Benefits of Membership
 - List of Board of Directors (only email address list)
 - Refundable Recycling
 - Evacuation Information
 - This information was compiled by the DCHA and contains valuable information about Desert Cove for new residents.
 - Resident Information Form
 - Resident Handbook
 - This handbook has been developed by the DCHA and contains valuable information about Desert Cove for new residents.
 - Weekly Activities Schedule
 - Yearly Events Calendar
 - Desert Cove Site Map
 - Medical Information Form
 - Emergency Contact List
 - The Desert Cove Residents on this list are volunteers. The DCHA funds their training and provides emergency simulations for volunteers to practice on a regular basis.
- Encourage membership in the DCHA.

4. Collect membership fees and forward to Treasurer.

- If the new resident chooses to become a member of the DCHA:
 - Membership fees for new residents who are homeowners (voting members) consist of a one-time fee of \$25 (twenty-five dollars) per household.

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- Yearly dues of \$10 (ten dollars) are required to maintain a current membership. Dues are collected in August by the Treasurer. Instructions will be communicated at that time.
- Yearly dues are not collected for the fiscal year in which the resident becomes a member.
- A long term (one year or more) **tenant** of Desert Cove, or homeowner who does not reside here, is not eligible to become a voting member of the DCHA. They can however, become a non-voting member. They do not pay initial membership fee, but will pay yearly dues of \$10 (ten dollars). Non-voting members are not eligible to be elected, vote or attend DCHA meetings.
- Provide a receipt (3 copy receipt book) to the new member when money is received.
 - Original (1st copy) is given to the new voting/non-voting member.
 - Second copy is provided to the Treasurer. Membership fees as well as receipt are placed into an envelope. These are handed into the Treasurer on a monthly basis. Recorded on the front of the envelope is:
 - Welcome Directors name
 - What the money is for (i.e., membership fees)
 - Indicating if cheque and/or cash and total amount
 - Date and Welcome Directors signature
 - The Treasurer will provide a receipt to the Welcome Director for monies received.
 - Third copy stays in the receipt book and is retained for the Welcome Director's permanent record.

5. Forward information gathered from initial visit to Data Management Director.

- A copy of the Resident Information Form is forwarded to the Data Management Director. The Data Management Director maintains the master database of all Desert Cove residents and their pertinent information. Provide notes if there is anything the Data Management Director should be aware of.
 - A a copy of the Resident Information Form is kept for the Welcome Director's records. The copy is filed in the Welcome Binder by Street and Avenue.

6. Assist the Treasurer with the collection of yearly Membership Dues.

- Under the direction of the Treasurer, assist with the collection of dues, issuing receipts and record keeping as requested.
- Upon leaving the position, the Welcome Director will turn over all records to the new Welcome Director or to the board to be retained in the locked cabinet at the Recreation Centre.