

North Carolina Continuing Care Residents Association (NorCCRA)  
Duties of a Community Representative (4 June 2021)

1. Promote resident membership in NorCCRA, including Life Membership.
2. Maintain an accurate list of NorCCRA Members in the community, including name(s), class of membership (single or couple, annual or life), amounts of dues collected, most recent year dues paid, members' physical addresses, and their email addresses and/or telephone numbers.
3. Prepare and distribute annual membership renewal forms and applications to community members and other residents; offer life membership applications to residents. Collect completed forms and forward the forms and dues checks to NorCCRA's Director of Membership Services.
4. Regularly advise the Director of Membership Services of community membership changes: new members, non-renewed annual members, member deaths, residence addresses, email addresses, telephone numbers, and any other changes in member information.
5. Collect NorCCRA renewal dues from annual members and life member dues from new life members; forward renewal forms and dues to the Director of Membership Services each month.
6. Assure distribution of "The Hotline" to community NorCCRA members, either printed copies or forwarded electronic copies. Make copies available to new and prospective NorCCRA members.
7. Notify NorCCRA's Communications Director and NorCCRA's Secretary of any changes of name, residence address or email address of the Community Representative.
8. Speak briefly at your CCRC's Resident Meetings to provide residents with updates concerning NorCCRA activities.
9. Work in partnership with the Legislative Committee Chair for NorCCRA, to facilitate appropriate contacts with U. S. Senators and Representatives,

members of the North Carolina Legislature, and NC Department of Insurance (DOI) officials, when pending legislation or regulation may affect CCRC residents, seeking appropriate action thereon.

10. Attend NorCCRA's Spring Board of Directors Meeting and Annual Meeting, and your Region's Meetings as your CCRC's Community Representative

11. Promote member attendance at NorCCRA Meetings and your Region Meetings and assist in arranging transportation, as appropriate.

12. Attend Annual Meeting of NorCCRA in early October and any related Board Meeting, as your Community's Representative.

13. Conduct an annual survey of the membership of the representative's community to determine if:

- there are residents that have the qualifications necessary to fill NorCCRA Community Representative, Region or statewide leadership positions, and
- whether those persons are willing to serve in one of these positions.
- Provide these names to the Executive Committee no later than April of each year.

In addition to this document (NorCCRA Duties of a Community Representative), position descriptions for NorCCRA officials are available in:

1. "NorCCRA Region Planning Road Map – A Guide for NorCCRA Region Officers" and
2. "Statewide NorCCRA Officer/Director Position Descriptions". These documents are available on the NorCCRA website [www.norccra.org](http://www.norccra.org)

These duties were approved by the NorCCRA board of Directors at its meeting on June 4, 2021