



Pennsylvania Alliance of Retirement Community Residents

JOB DESCRIPTION

Title: Operations Director

Description: The Operations Director is responsible for collaborating with the Board officers and other PARCR staff in planning and implementing membership renewal and recruitment of communities and individual members, promoting the benefits of membership, providing membership reports to the Board and members, distributing information to the membership[, and retaining current members as active and involved participants in the PARCR organization.

Election and Term of Office: The person filling this position shall be elected by the Board for a one-year term but may continue in this position indefinitely until resignation, retirement, death or termination by the Board.

Specific Responsibilities:

- *Maintain a current membership database
- *Maintain current and separate databases for community memberships and individual memberships updated each year
- *Receive, record, deposit membership dues, and submit record of deposits to Treasurer
- *Purchase membership supplies and submit receipts to Treasurer
- *Annually prepare letter of community membership renewal to be posted on the website and emailed to community liaisons
- *Update the community and individual membership applications to be posted on the website and sent to members without internet access
- *Send meeting notification, agenda, and registration directions (with RSVP deadline date) by email or mail quarterly to members
- *Prepare attendance record of registrants for quarterly meetings and print name badges for attendees
- *Send record of meeting registrants to the Treasurer to confirm registration and payment
- *Notify meeting host community staff of the number of attendees and the number eating lunch by deadline established by community staff
- *Take roll of community attendance and attendees at each meeting
- *Send copies of the quarterly meeting minutes to the membership and Board
- *Receive, code, disseminate, and maintain a backup file of communications to the Board, liaisons, and members
- *Review the secretary's minutes of the Board and quarterly meetings with the President for accuracy of information prior to sending to the Board and membership

Qualifications:

- *Must be a resident of a CCRC and member of PARCR
- *Must have strong computer skills and can use Microsoft Word, Excel, Publisher, PowerPoint, Outlook, and Zoom
- *Must have strong leadership and communication skills
- *Must have ability and willingness to serve as a team player