

Newsletter Deliverer Contact and Information Person:

1. Delivering the Newsletter in your park is a very important duty. Not only are you bringing your fellow park neighbours the vital information in the Newsletter but you are getting the opportunity to visit and to hear any of their concerns about your park and be able to pass them on to the Association Directors if you will.
2. It is helpful if you will act as park contact and information person to pass on information and concerns to your park members and bring back information from your park to the Directors.
3. **Deliver the Newsletter, usually two issues per year, April and October.**
4. If possible attend at least the two Executive meetings at which the Newsletters are picked up for you to deliver to your park. If this is not possible we can have them delivered to you.
5. Attend, when possible, the General Meeting in your area and the Association Annual General Meeting held in May to keep informed and inform us of what is happening in your Park. The AGM is the meeting at which you can participate in the election of new Directors and other changes that affect the whole membership.

Dues Collection:

1. The most important duty is the collection of the annual membership dues. This is most effectively done by door to door canvassing a week or two after the Newsletters are delivered.

Membership dues are our only source of operating funds.

The receipt books are in duplicate: The white (top) copy goes to the member

The yellow (2nd.) copy is given to the Membership Director along with the funds.

When you are ready to turn the money collected over to the Membership Director, please do not mail cash. Rather, deposit the cash money in your bank account & mail a cheque, payable to PDMHOA, to the Association mailing address for the same amount, along with the cheques collected, the yellow receipts and any Membership Renewal Forms. Bringing a cheque in place of cash, payable to PDMHOA, is also the preferred method for those turning over memberships in person, so that the Membership Director is not left holding a large amount of cash. It is very important that on the receipts you include all the information of the member, such as Printed Name, Pad #, Park, Phone Number and Email Address, if they have one.

2. You may attend any association meeting to turn monies in or give us information or get information. See meeting schedule on back of the last Newsletter.
3. Attend, when possible, the General Meeting in your area and the Association's Annual General Meeting held in May.
4. The position of Newsletter Deliverer and Contact Information Person and the Dues Collector, are both reimbursed or paid for the following:

Travel on Association business, (i.e. to and from meetings outside of your area, such as Exec., GM & AGM Meetings) at the current rate.

The Association thanks you for volunteering to be a Newsletter Deliverer and Contact Information Person or a Dues Collector. You, along with the Park Reps, are the backbone of our Association. Through your efforts, you help to make your park and every other MHP a better place to live and keep it better informed.