



MEMBERSHIP DATABASE MANAGER JOB DESCRIPTION

Position Title: MVCI Director in charge of Membership Database Management

Length of Term: 2 year commitment*

Reports To: The Entire Board of Directors of MVCI

FULL JOB DESCRIPTION:

Qualifications:

Board member:

- Must be a current member of MVCI
- Must meet the qualifications of a MVCI Board member:
 - 1) A resident of Mesa Verde;
 - 2) May not be an elected or appointed official of a government body with discretionary power over property or utilities in Mesa Verde: including, but not limited to, members of the Costa Mesa City Council, the Costa Mesa Planning Commission, the Costa Mesa Parks and Recreation Commission, the Mesa Water District Board, the Costa Mesa Sanitary District Board, or the Newport Mesa School Board of Trustees;
 - 3) Must be over the age of 18
- Must be a member of the Board of Directors of MVCI either by appointment or election

Membership Database Manager:

- Must be able to use Excel to update and maintain membership information database and run reports
- Must be able to devote 10-12 hours a month during high periods of membership activity, approximately April, May, and September. Usually 1-3 hours for the remaining months
- Must be able to keep all members personal information confidential

*= Directors are elected to two year terms per the Bylaws

The mission of MVCI is to promote the overall quality of life of the residents of Mesa Verde; to share information affecting our community; to improve safety of our families; and to enhance the beauty of our surroundings.

Responsibilities:

Board member:

- Understand and promote the MVCI's mission of Inform, Protect, and Beautify Mesa Verde
- Be familiar with the MVCI's programs, policies and operations
- Attend monthly Board meeting and appropriate committee meetings
- Actively serve on at least one committee and offer to take on special assignments
- Review agenda and supporting documents prior to meetings
- Strictly adhere to confidentiality policies
- Strictly adhere to conflict of interest policies
- Recruit and develop future board members

Membership Database Manager:

- Must be able to work with the Treasurer regarding the processing of membership dues
- Must check the MVCI P.O. Box at least monthly and at times weekly during high membership activity
- Send monthly updated membership list report to Webmaster for posting and PDF copies to all Board members
- Be able to back up Database each time it is updated
- Update Membership Database monthly
- Must be able to keep all members personal information confidential

General Board Time Commitments:

- Attend and actively participate in at least 75% of the monthly Board meetings; 11 monthly meetings, no meeting in December, on the 3rd Wednesday of each month. Meetings last approximately 2 hours
- Attend and actively participate in the Annual Meeting held at the end of March of each year. Time commitment approximately 5 hours
- Attend and actively participate in committee meetings and other related work, 2-4 hours per month as determined by the committee's needs
- Attend and actively participate in special events such as the Candidates Forum, MVCI neighborhood picnic, community information meetings, etc.

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