

**North Carolina Continuing Care Residents Association**  
**“NorCCRA” Duties of a**  
**Community Representative**  
**updated 10-8-2020**

**NOTE:** A Community Representative must be a member in good standing in accordance with the NorCCRA Bylaws. Good standing means as a Life Member or an Annual Member whose dues are paid up for the time that an individual serves as a Community Representative.

1. Promote resident membership in NorCCRA, including Life Membership.
1. 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.
1. 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.
1. 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.
1. 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.
1. 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.
1. Notify NorCCRA's Communications Director and NorCCRA's Secretary of any changes of name, residence address or email address of the Community Representative.
1. Speak briefly at your CCRC's Resident Meetings to provide residents with updates as to NorCCRA activities.

1. Work in partnership with Sindy Barker, Legislative Committee Chair for NorCCRA, to facilitate appropriate contacts with U. S. Senators and Representatives, members of the North Carolina Legislature, and NCDOL officials, when pending legislation or regulation may affect CCRC residents, seeking appropriate action thereon.

#### **Duties of a NorCCRA Community Representative (cont'd)**

1. Attend NorCCRA's Spring Board of Directors Meeting and Annual Meeting, and your Region's Meetings as your CCRC's Community Representative.
1. Promote member attendance at NorCCRA Meetings and your Region Meetings and assist in arranging transportation, as appropriate.
1. Attend Annual Meeting of NorCCRA in early October and any related Board Meeting, as your Community's Representative.

*These duties were approved by the Executive Committee of NorCCRA at its meeting on January 11, 2019 and was later revised on July 12, 2019 to reflect the requirement for the Community Representative to be current in membership dues.*

#### Contact Information for Community Representatives:

NorCCRA's Communications Director is Margaret Zircher, 330 Carolina Meadows Villa, Chapel Hill, NC 27517. Her email address is: [zircher@me.com](mailto:zircher@me.com). Telephone: (919) 967-1102.

NorCCRA's Director of Membership Services is Susan Rhyne, Twin Lakes, 3913 Muhlenberg Ct., Burlington, NC 27215. Her email address is: [morhyne@bellsouth.net](mailto:morhyne@bellsouth.net).  
Telephones: Home: (336) 584-5541; Mobile: (336) 675-5735.

NorCCRA's Legislative Committee Chair is Sindy Barker, Carol Woods, 750 Weaver Dairy Road, Chapel Hill, NC 27514. Her email address is: [sindydevoebarker@gmail.com](mailto:sindydevoebarker@gmail.com). Telephone: (919) 959-4529.

NorCCRA's Secretary is Caroline Filbert, SearStone, 808 Walker Stone Drive, Cary, NC, 27513. 919 649-5936, [cfilbert12@aol.com](mailto:cfilbert12@aol.com)