

## **North Carolina Continuing Care Residents Association (NorCCRA) Duties of a Community Representative**

### **1. Promote resident membership in NorCCRA**

- a. Plan and execute a membership drive in your community beginning in October of each year.
- b. Provide membership application forms to new residents each month.
- c. Distribute "The Hotline" to NorCCRA and prospective members by printed or email copies.
- d. Provide monthly NorCCRA updates at Resident Council Meetings.
- e. Promote attendance at NorCCRA regional and annual meetings and assist in arranging transportation, as appropriate.

### **2. Maintain an accurate list of NorCCRA members, including name(s), address, membership status, dues and dates collected, email address, and telephone number.**

- a. Forward the forms and checks to NorCCRA Director of Membership Services.
- b. At least quarterly advise the Director of Membership Services of changes: new members, member deaths, residence and email addresses, telephone numbers, and other changes

### **3. Notify NorCCRA Communications Director upon the change of community representative and residents association president, including name, phone number, residence and email address of each.**

### **4. Advise and encourage NorCCRA members to communicate with federal and state legislators, and NC Department of Insurance (DOI) officials when pending legislation or regulation affects CCRC residents and requested by NorCCRA Legislative Committee.**

### **5. Attend Board of Directors, Regional, and Annual meetings.**

### **6. Participate in the Google Board of Directors Group.**

### **7. Encourage residents to submit articles to the "Hotline."**

**8. Recruit and inform the Executive Committee of residents willing to serve as community, regional, or statewide Representative.**

Approved by the NorCCRA Executive Committee: July 11, 2025

Skip Kingan, President