

Regency Co-op Administrator Responsibilities (rev. 5/16)

- Review new proposals received for complete information and up-to-date liability insurance. If incomplete, send back to vendor to revise.
- Send new proposals received from prospective vendors to the Board for a vote for acceptance at the next Board meeting. Upon acceptance, notify vendor, update Detailed Services list with new information and send it and proposal to webmaster for inclusion on website. Also send out a blast to the membership announcing the new vendor, with a copy of the proposal attached.
- Send renewal information to vendors one year after their last proposal and track receipt of same. Send one reminder, on final notice and then refer to assigned Board member who will contact the vendor to determine continued association with the Co-op.
- Track dates of liability insurance expiration and send reminder to vendors to send updated certificates. Track receipt of same. If not received after a final notice, notify assigned Board member, who will contact vendor to determine continued association with the Co-op.
- Maintain data file of vendor documentation, insurance certificates and their expiration dates.
- Maintain e-mail distribution list of vendors.
- Maintain Detailed Services List by service; send updated copy to Webmaster for inclusion on the website.
- Provide vendors a list of new members at least once a month. Include members' names and addresses, but not e-mail address or phone number.
- Maintain list of paid members of the Co-op. Remove members who move out of Regency.
- Process new memberships, which includes sending them a welcome e-mail, adding their name to an e-mail distribution list and Excel distribution lists, and depositing checks into the Co-op account.
- Send e-mail blasts to the membership and vendors at the request of the Board.
- Keep timesheet; send to Treasurer bi-monthly.
- Create an Administrator's Report and send to the Board prior to Board meetings. Report shall include the status of memberships, vendor status and any other information requested by the Board.
- Maintain all official Co-op documents.