Regency Co-op Administrator Responsibilities (rev. May 2019)

- ❒ Review new vendor proposals received for complete information. If incomplete, send back to vendor to revise.

- ❒ Send new proposals received from prospective vendors to the Board for acceptance. Ensure that certificate of insurance also has been received and is current. Upon acceptance, send proposal to webmaster for inclusion on website.

- ❒ Send renewal information to vendors one year after their last proposal and track receipt of same. Send one reminder and one final notice and then refer to assigned Board member for further action.

- ❒ Track dates of liability insurance expiration and send reminder to vendors to send updated certificates. Track receipt of same. If not received after a reminder and final notice, notify assigned Board member for further action.

- ❒ Maintain data file of vendor documentation, insurance certificates and their expiration dates.

- ❒ Maintain e-mail distribution list of vendors.

- ❒ Provide vendors a list of new members every at least once a quarter. 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 Admin 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.