

Duties of Utility or Company  
Contact Person

-----

Record Keeping:

1. Keep copies of minutes of all meetings (Previous 10 years to latest meeting).
2. Keep a current roster of all members, including Regular, Associate and Life. The roster should include the member's address and status.
3. Keep a file of all correspondence for his members.

Things he/she must do:

1. Collect dues each year and send them to the Northwest Area Treasurer, along with a copy of all Regular, Associate and Life members.
  - A. A copy of the receipt shall be given to the member. (white copy)
  - B. Two copies of the receipt and the yearly dues shall be sent to the NW Area Treasurer (yellow and green).

*We have changed the receipts to an electronic format, which makes them more accessible. Therefore all copies may be white.*

2. When receiving correspondence from the NW Area Treasurer, Secretary or any officer, it must be made available to the members, either by posting on the bulletin board, by email or hard copy. (Make sure that all members are informed).
3. He/she should handle all correspondence between his members and the NW Area officers, to prevent duplication and confusion.
4. He/she should keep the NW Area officers informed of any changes in Members status, regarding sickness, health, retirement, death or address changes. This is very important and should be done as soon as you know.

Keep the following available for use:

- Electronic and hard copies of Membership Roster (Please use the one offered on the web site).
- Electronic and hard copies of the Membership Application
- Electronic and hard copies of the Name Tag and Life Plaque Order Form
- Electronic and hard copies of the Dues Receipts