



Road Steward

Voluntary Job Description

Summary

To act as the primary contact point for HADRA residents within a road or small community and to distribute twice yearly newsletters to the same. To collect annual membership subscription from those members and return monies to the HADRA Membership Secretary.

Essential Duties and Responsibilities

- To receive newsletters from the HADRA Committee and distribute them to members within a specified area.
- To collect annual subscriptions from HADRA members who reside within your area and return all monies to the HADRA Membership Secretary.
- To update a list of members twice yearly and return the updated membership list to the HADRA Membership Secretary.
- Where a resident is not at home when you call, to leave a pre-printed subscription slip and envelope for the resident to send their subscription to the HADRA Membership Secretary.
- To keep the HADRA Committee informed of any developments within their area likely to have an adverse effect on the neighbourhood or its surroundings.
- To optionally attend public HADRA Meetings or events specifically organised for our road stewards.

Membership of Sub-committees

- None

Deputise For

- None

Appointed by

- HADRA AGM, or
- HADRA Chairperson, or
- HADRA Road Steward Liaison Officer