**DUTIES OF A ROAD STEWARD**

* Your Distributor will deliver the Gazettes to you each month, please try to deliver within three days of receipt, so that the information is relevant to that month. If this is not possible, please contact the Member email [membership@pettswood.org.uk](mailto:membership@pettswood.org.uk) so we can try to find a substitute for that month.
* Deliver to each address on your delivery sheet that have paid for the membership.
* Please keep a watch for any Sold signs to welcome newcomers and invite them to join PWDRA. We have a welcome letter that can be printed out and a free gazette can be given.
* Each March, the PWDRA Committee will agree the membership subscription fee.
  + In April, each household needs to be contacted to request the annual subscription fee.
  + Ask those that are not members if they wish to become members.
  + Complete the Road Spreadsheet with those that have paid and total up the number of households you have collected.
  + When the vast majority of subscriptions have been collected, send the spreadsheet and Subscriptions Return Form to the Treasurer [susanr@pettswood.org.uk](mailto:susanr@pettswood.org.uk)
  + Our preferred method of payment is one collated amount direct to PWDRA bank account or one cheque.
  + We have reminder cards for late payers