

JOB DESCRIPTION: Membership Committee Chair

Adopted: September 27, 2018

Reviewed: April, 2019

General Function: To keep accurate and up to date membership roster information. To distribute and collect membership information for both existing and prospective members. To field questions as they may arise related to membership

Essential Duties:

- o Distribute and collect Guest Member(GM) applications and their accompanied Sponsor letters.
- o Submit this information to the Board in early April
- o Ask eligible legacy “kids” if they’d like to transition to adult member (Sept)
- o Ask GMs if they’d like to apply for Full Membership after their summer of being a GM (Sept)
- o Prepare an annual report for the Annual Meeting (June)
- o Assess Membership needs/issues and communicate that to the Board
- o Keep database updated
- o Prepare directory, phone list and membership cards annually

Anticipated Budget Needs: \$400

Contractors used to assist the Chairperson: Rare that any contractors would be needed

Other Information that might be helpful: