

Job Description for Director of Membership

Two-year term

Duties

1. Maintain membership records
 - a. Maintain membership records in electronic database.
 - b. Record dues and update membership records as new memberships are received
 - c. Keep membership file updated.
 - d. Retain and organize completed hardcopy membership forms alphabetically in 3-ring binder
 - e. Provide names and addresses of new members to President for New Member Tea
 - f. Provide a digital copy of members to Webmaster for online roster
 - g. Provide names of new members to Member Services (for preparation of buttons) Newsletter, and Website monthly as well as pdf of membership files to board members upon request
 - h. Acknowledge receipt of forms from new members with a welcome letter and copy of the current roster

2. Collect dues throughout the year at monthly meetings and by mail
 - a. Record payment information on membership form.
 - b. Publish reminders for membership and dues renewal in April and May newsletter along with a copy of the new renewal form
 - c. Forward money and checks for dues to the Treasurer in a timely manner
 - d. E-mail renewal reminders to members in June and attach a membership form

3. Prepare new membership form for the following year in April
 - a. Forward a copy for uploading on the website in April
 - b. Include a copy with the reminder in the newsletter
 - c. Take hard copies to meetings April through September

4. Prepare annual membership roster
 - a. Solicit ads for the Roster in May and June
 - b. Prepare ads for printing
 - c. Send out bills for advertisements with Membership Director's return address
 - d. Record advertising payment as received and forward checks to Treasurer
 - e. Update Guild rental equipment information annually in roster
 - g. Print 200 copies of the Roster
 - h. Submit printer invoice to Treasurer for reimbursement
 - i. Distribute rosters at Guild meetings. Track who picks up a roster and obtain corrections
 - j. Prepare labels in a timely manner and mail rosters to members who have not picked them up at Guild meetings

5. Attend Board Meetings

6. Other duties as assigned

Revised May 1998 Revised April 2002

Revised July 2007 Revised May 2015

