

January 2016

Membership Chair ~ Role & Responsibilities

* Maintain a list of all members and their information.
* Provide member list to web manager for posting.
* Prepare list of attendees for each meeting, verify that they have paid proper amount of meeting fees.
* Prepare badges for each meeting, Set up registration table and check in and greet attendees.
* Verify with treasurer that all members are paid current.
* Attend regular meeting of the Board
* Develop and implement membership retention and renewal program.
* Develop and implement new member program.
* Report results of membership campaigns to the Board.
* Generate and send out mail and/or e-mail correspondence to members which may include new member welcome letters, prospective member letters, special invitation letters.
* Report to President/Board, on a regular basis, current member count.
* Report to the President/Board any member concerns or problems.