

GRAND HAVEN WOMAN'S CLUB

POSITION: Membership Chair

DATE: August, 2020

QUALIFICATIONS:

- Highly organized and knowledge of word processing skills and excel spreadsheet
- Communication skills
- Must be a member for at least one year in the Grand Haven Woman's Club and in good standing

RESPONSIBILITIES:

- Process new member applications, verifying for completion and correct payment
- Communicate approved new members to Notices chair to include for future invitations & communications
- Update Prospective Membership pamphlet yearly and provide a copy to luncheon guests who are interested in membership
- Present new members for approval at monthly Board meetings
- Introduce new member(s) at their first attended meeting
- Process membership renewals and follow up with members who have not renewed
- Maintain a roster that contains detailed membership information and disseminate membership roster at least quarterly
- Assist with orientation of new members and include Executive Board, CSP's twice a year
- Order and provide new name tags to Greeter for inclusion at the meeting entrance
- Maintain log of membership fee payments received from new member applicants, renewals and name tags
- Submit all payments to Treasurer on monies collected form for deposit in a timely manner
- Prepare request for payment to printer from Treasurer for name tag expenditures as well as any additional budgeted expenses
- Communicate Membership roster updates to the Social Media Chairperson to ensure maintenance to the Electronic Member Directory and the website
- Collect and report volunteer hours
- Write article for the monthly newsletter when applicable
- Serve on ad hoc committees when applicable

TERM LIMIT AND VOTING PRIVILEGES:

- This position is appointed by President
- This position is a two-year commitment
- This position has voting rights at monthly Board meetings
- Attendance at Board meetings is necessary to ensure quorum