

Membership Chair Responsibilities

The Membership Chair is a voting member of the Executive Board. The Chair is responsible for maintaining the club's membership list, checking in members at meetings and events, as well as accepting renewals and new memberships. The Chair may appoint a volunteer to fulfill these duties

Maintain Master Member List and be prepared to maintain a copy for distribution to club members.

Maintain all privacy policies to assure only members who agree to have their contact info are listed.

Annually distribute updated membership list to Club members and provide membership list to all new members.

Print Member and Guest Sign in Sheet for each event/meeting.

Maintain a copy of new and renewed memberships and direct all funds received to the treasurer.

Tally members and guests for each meeting and provide counts for CR-4 Monthly Participation Report due on the second Monday of the following month. Email or drop off at Rec Ctr.

Annually Print out Members list to include Name and Rec. Card Number of each member. Include total membership number as of December 31st. Provide information on CR-15 Membership Report to the Rec Center by the Feb. 15 deadline.

Provide membership numbers for pages 2 and 3 of Annual Financial Statement to Treasurer for the Annual Report to the Rec Center on Form CR-7.

Update and revise SCW LGBT MEMBERSHIP FORM as needed. This form should be available at all meetings and events.

An updated copy of the Form should be shared with the Webmaster.