

Membership Director Responsibilities

The Membership Director 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 Membership Director may appoint a volunteer to fulfill these duties.

Maintain Master Member List and be prepared to maintain a copy for distribution to the Club's Communications Director, Treasurer, President, and any other Board member who needs it to carry out a Club function.

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

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 monthly participation counts via email or drop off at the Rec Center.

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 the Annual Financial Statement to Treasurer for the Annual Report to the Rec Center on Form CR-7.

Update and revise 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.

Revised February 5, 2024