

## MEMBERSHIP DIRECTOR

### General Description

The Membership Director serves as Chair of the Membership Committee, acts as corresponding secretary in matters relating to membership and membership development, and keeps records and data relating to all membership functions. The election procedure and term of office for the Membership Director are described in Bylaws, IV.5 and VI.2). See also Membership Director's Calendar, 5-3.

### Responsibilities:

1. At each Board meeting presents current information on the total number of members in the Corporation, and the number of new or renewed memberships since the last Board meeting.
2. Maintains and updates the membership brochure.
3. Prepares membership renewal notices. Sends out renewal notices, including that year's membership survey when requested by Board (topic selected by Board; survey drafted by appropriate Committee or others, as appropriate), on June 1, to be returned with payment to the Treasurer by January 1.
4. Sends out second notices no later than July 15, for receipt by July 31.
5. Prepares list of non-renewals immediately after July 31 and provides for appropriate follow-up.
6. Receives membership renewal forms. Records renewal payments for the current year, received after June 1, to the next calendar year.
7. Maintains **automated** Membership Roll.\* (part of the membership database from which the Membership List is generated.) Maintains, with the assistance of others as needed, the Membership List \*\*, and, after prior Board approval of the request, provides mailing labels from it as needed.

Current charges, including tax and handling, for mailing labels are (see Minutes 10/13 - 10/14/2000):

Members wishing the list for job announcements: \$20

Allied Organizations: \$25

Vendors (including member vendors): \$75

8. Prepares and distributes Membership Roster \*\*\* annually, in September/October.
9. Provides the Local Arrangements Committee with a list of current members by March 30th.
10. Sends information on new members and member updates to Newsletter editor for inclusion in Newsletter.
11. Sends a copy of the President's welcome letter, Membership Roster and Bylaws, latest Newsletter, and current fliers such as WestArch subscription information and brochures order form to new members.
12. Provides names of new and continuing members who have expressed an interest in a particular committee on their membership renewal form to the chair of the designated committee.
13. Chairs the Membership Committee.

**\*Membership Roll:** continuous record of each individual

**\*\* Membership List:** on-line list from which the Membership Roster and mailing labels are generated.

**\*\*\* Membership Roster:** Hard copy version of the Membership List, distributed to all renewing and new members. Board members should receive two (2) copies of the roster. Committee chairs may request a second copy.

MEMBERSH.DIR 8/92 dmc; Rev 5/93 dmc, 6/93 bh, 10/2000 rpb; 4/04 lo; 10/05 lo 3/06 Board