

Grand Haven Woman's Club – Job Description

POSITION: Membership Chairperson

DATE: June 2022

QUALIFICATIONS:

- Highly organized and knowledge of MS Word, Excel and PowerPoint
- Communication skills
- Knowledge of internet navigation
- Background/Past Experience in computer and networking skills
- Owns a computer (desktop or laptop)
- Must be a member for at least one year in the Grand Haven Woman's Club and in good standing
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RESPONSIBILITIES:

- Process new member applications, verifying for completion and correct payment
- Communicate approved new members to Notices chair to include for future invitations & communications
- Present new members for approval at monthly Board meetings
- Introduce new member(s) at their first attended meeting
- Organize orientation meeting for potential news members as needed
- Process membership renewals and follow up with members who have not renewed
- Maintain a roster that contains detailed membership information
- 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 Information Management Chairperson to ensure maintenance to the Electronic Member Directory, Yearbook and the website
- Collect and report her volunteer hours
- Write article for the monthly newsletter when applicable
- Serve on ad hoc committees when applicable

TERMS AND VOTING PRIVILEGES:

- This position is appointed by the President
- This position is a two-year commitment
- This position has voting rights on the Board and attendance at Board meetings is necessary to ensure quorum