Grand Haven Woman's Club – Job Description

Position: Membership Standing Committee Chair
Date: May 2026

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**

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 does not have term limits**
- **This position has voting rights on the Board and attendance at Board meetings is necessary to ensure quorum**