

## Membership Chairman Job Description

1. Maintain accurate member roster
2. Update roster monthly by adding new members, changes of address, etc.
3. Prepare membership directory, take to printer, and distribute (ended 2019 in lieu of online only directory)
4. Work with website/email chairman (Carol Land) to regularly update online directory and make sure all members receive email invitations
5. Create and print membership form and distribute to members at fall meetings, then mail forms to any member who did not attend a fall meeting.
6. Have membership forms available at every meeting.
7. Work with treasurer (Jan Bishop) to collect forms and update roster as to who has paid dues. Remove non-dues paying members from roster
7. Order name tags and distribute at meetings
8. Create and print informational brochure