

# JOB DESCRIPTION – MEMBERSHIP CHAIR



## PRIMARY RESPONSIBILITIES

Assumes responsibility as Membership Chair, including maintaining Garden Club membership list, receiving Dues Renewal file, emailing and/or mailing Dues Renewal forms to members, submitting receipts to Treasurer, and submitting monthly (March through April) report to Garden Club President.

## SPECIFIC RESPONSIBILITIES

### DUES RENEWAL FORM DISTRIBUTION

- Accesses Membership List, Dues Renewal file, and Dues Renewal Email Template from Login page of website
- Maintains membership list with monthly updates received from Treasurer
- Emails Dues Renewal file to members between February 15<sup>th</sup> and March 1<sup>st</sup> annually (see below for email template)
- Prints Dues Renewal forms for members who have not submitted their dues
- For members who have not submitted their dues, prints member mailing labels and affixes to Dues Renewal forms or prints member addresses on back side of Dues Renewal form and mails by April 15<sup>th</sup>

### ADMINISTRATIVE DUTES

- Submits monthly (March through April 15) report to Garden Club President
- Submits receipts, with prior authorization for purchases, to Treasurer for reimbursement