

JOB DESCRIPTION – MEMBERSHIP CHAIR

PROPOSED



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 weekly updates received from Treasurer
- Emails Dues Renewal file to members between ~~February 15th and March 1st~~ April 1st and April 15th annually. (See below for email template)
- Emails second Dues Renewal file to members who have not submitted their dues between May 1st and May 15th annually (see below for email template)
- Between June 1st and June 15th, prints Dues Renewal forms 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 June 15th

ADMINISTRATIVE DUTIES

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

Hello PIB Garden Club Members!

Spring has arrived, and we have a full season of activities planned. It is time to renew your Put-in-Bay Garden Club membership. You may renew by printing the attached file and sending it along with your renewal check per the instructions on the form. Optionally, you may renew online at <https://www.putinbaygardenclub.com/membershipdonate.html> It's fast and easy!

Please renew today.

Kathi Spayde
Put-in-Bay Garden Club Membership Chair