



Membership Director Position Description

The Membership Director will be appointed by the President with the approval of the Board and is a voting member of the Board of Directors.

Responsibilities

1. Maintain an up-to-date file of members consisting of names, mailing, addresses, phone, month/year of joining, and other pertinent information. (3x5 card files)
2. Maintain a separate list of new, deleted, and deceased members. (Google Sheets).
3. Maintain a notebook outlining various aspects of the Membership Director position with an outline for each duty.
4. Inform the members via mail/email when their membership is to expire.
5. Review materials that are sent to new members.
6. Prepare a monthly membership report to present at each Board meeting with a copy to the Secretary for filing in the minutes.
7. Attend Board Meetings.
8. Maintain the Membership plaques that are displayed in the Society Library.
9. Be responsible for having an article published in the eNews about new Life and Life Benefactor members.
10. Keep track of postage and other costs for annual budget purposes.

Term of Office: Appointed position shall be for one year. Re-appointments and confirmations for additional one-year terms have no limit on the number of years. (Article V, Section 11 RVGS By-Laws).

Jan. 2014