

## TH&SG Membership Job Duties

The Membership Chairperson shall keep a current roster of members and shall publish the annual membership list for distribution at the September or October General meeting.

The duties of the Membership Chairperson:

1. Receive membership dues and completed application. Ensure email address is obtained and dues are sent to treasurer. If member has no email, notify newsletter group so newsletter can be mailed.
2. Update Filemaker database each time a completed an application is received, updating any changes in personal information or interests. Keep database backed up.
3. If a new member has joined, they need to have a welcome letter sent to them (via email) and they need to be added to the membership database and to the website as a user.
  - a. When they are added to the website, a userid and password is sent out so they can access the member's only area of the website.
  - b. A new member will need to have a name badge made for them.
  - c. Notify the librarian, workshop coordinator, and newsletter staff that there is a new member.
  - d. If a new member requests mentoring, notify Lois Smolinski.
4. There are three members who have been granted lifetime membership: Curt Dornburg, Marilyn Heck, and Olga Neuts. They pay no membership dues, but should fill out an application to have on file.
5. Ensure an updated roster is kept on the Website – an updated version is posted on the website once a month.
6. Respond to queries for information – i.e. who can help with library, who can mentor with spinning, etc.
7. Attend board meetings to provide updates on membership.