

Greenville Woodworkers Guild, Inc.
Position Description

<u>Title:</u>	Membership Chairman	PDE No.: 6
		Revision: 2
		Date Adopted: Aug 13, 2012
		Resolution: 2012-33

General Responsibilities:

The Membership Chairman is responsible, on behalf of Greenville Woodworkers Guild, Inc. (the Guild), for maintaining up-to-date information about all Guild members. He/she is also responsible to follow-up with individuals who inquire as to Guild membership and/or with visitors to Guild functions, to recruit new members and to generally promote Guild membership.

Authorization:

The Membership Chairman is appointed by the Executive Vice President and serves at the pleasure of the Executive Vice President. He/she is bound by the Bylaws and the policies and budgets adopted by the Board and shall act consistently with such policies and budgets. The Membership Chairman may appoint such assistants as may be necessary to assist with the duties of Membership Chairman. Any such assistants serve at the pleasure of the Membership Chairman.

Specific Duties and Responsibilities:

- Maintain the official Guild lists of Members, Life Members, Honorary Members and Associate Members. The lists shall include the members mailing address, phone number, email address (if available) and status of dues payment.
- Place an up-to-date membership list at the Guild Education Center as appropriate.
- Provide copies of relevant portions of membership lists to Officers, Directors and Members of the Guild consistent with Guild policies.
- Collect annual dues as defined in the Bylaws, and Maintain records of payment dates, amounts and methods.
- Issue membership cards and receipts when dues are paid.
- Provide new members with a New Member's Package. The package shall include a copy of the Bylaws and any other information deemed appropriate by the Board or the Membership Chairman.
- Record and forward funds received to the Treasurer using forms and procedures as defined by the Treasurer.
- Distribute a Visitor's Package to each visitor at membership meetings. Maintain a list of visitors and provide visitor information to Guild Officers and Directors as appropriate. The package shall include a Membership Application Form, a list of Benefits of Membership, the most recent Newsletter, a Guild Flyer and any other information deemed appropriate by the Membership Chairman.
- Provide a monthly report to the Executive Vice President for submission to the Board including a summary of changes in the membership lists and of dues collected.
- Enlist members of the Board to assist in contacting delinquent members before they are lapsed in accordance with the By Laws.
- Perform all the duties incidental to the office of Membership Chairman and such other duties assigned to such office by the Executive Vice President, the President or the Board of Directors.