

Membership

The Membership Chair is responsible for maintaining the Club's membership records and assures members are in good standing.

Specifically, the Chair:

- Updates the membership list after the annual membership renewal dues deadline (January 31), and transfers the people who have not renewed their membership to an "inactive list" until the person becomes a member in good standing by paying their dues.
- Keeps membership list current as new members join.
- Assures membership application forms are current and sufficient copies are always available for new and renewing members (2006 copy attached).
- Gives membership application to visitors interested in joining the Club and if they sign up, enter date and method of payment.
- Assists treasurer in receiving membership dues and, together, coordinate names and number of new and renewing members.
- Prepares name badges for members who are in good standing (paid dues), and submit to the Treasurer for signature and handling.
- Emails the membership list to the Board Members only, i.e., president, vice president, secretary, treasurer, technical consultant, and past president four days prior to a Board meeting only if it has changed since the prior month.
 - **IMPORTANT** – Only the Board Members and Membership Chair shall have access to the membership list since the list contains addresses and phone numbers. However, "long-term" chairs defined in this Job Responsibilities Document may have access to it if requested and approved by the President.
- Emails names only of new members to Newsletter Editor for inclusion in Newsletter.
- Stores membership lists on a CD, or floppy, with the GSCC files using MS Excel.
- Assures sign-in attendance sheets are current.
- Arrives 15 minutes before the 1:00 p.m. General Meeting to put out sign-in attendance sheets.
- Calls an alternate, if unable to attend the General Meeting, to bring in and set-up attendance sheets and act as Membership Chair.
- Participates in Board Meetings. (2006 Membership Application next page)