

# MMC Membership Chairman Job Duties

April 12, 2010

## I) Weekly

A. Pick up mail from Post office

B. Open New Member applications

1. Check if correct

2. Note date received and check # on App.

3. Send out New Member Material

a. Signed welcome letter

b. Sheet on club history

c. Copy of Club's Policies and Reg's

d. Club Bus. Card with Web Site

4. Enter member into Data Base List

5. Enter Member into New Member List

6. Put on Name Tag List

C. Research addresses on any returned Newsletters

## II) Monthly

A. Meetings

1. Eagle Eye (First Mon. 10Am) Pres House

2. Board Meeting (First Thur 9:30AM) 5/3 Bank

3. General Meeting (Second Thur 10AM) M. Park

B. Monthly Mailing List

1. Develop Monthly Mailing List(Name-Address)

2. Send List to Print Shop with Count

3. Send list to Mail Processor

4. Send copies of info to Eagle Eye Group

C. Monthly Update

1. Send (e/mail) Updated list to all Board Members
2. Order New Member Name Tags
3. Pick up Name Tags & bring to General Meeting

D. Give Treasurer All received Checks

E. Give Pres New Member Names for insertion in Newsletter

III) Annually (Fiscal) July 1<sup>st</sup> to June 30<sup>th</sup>

A. Close out prior years membership list 4/1/xx

B. Set up new years list (wipe out old Check #'s)

C. Develop and send out Annual Invoice

D. Develop annual member question

E. Collect Invoice payments

1. record date received on invoice
2. record check number on invoice

F. Enter Check # on Membership List

G. June 1<sup>st</sup> remove deceased members

H. Remove delinquent members from list

I. Remove delinquent members app's from books

1. Retain Apps for eight months

J. Send Full Member list to members annually (Nov)

K. Keep running list of new members for Breakfast (Feb)

IV) As Needed

A. Buy Stamps, Paper, Envelopes & Hand Outs

B. Remove Members that Cancel (Move during year)

C. Write New Member Welcome Letter

D. Study & report on Annual Questionnaire responses

E. Provide to Board insight as to membership activity

F. Take care of duplicate/missing member checks

- G. Keep backup copies of all files as security
- H. Reinstate “accidentally” dropped Members
- I. Set up Deceased member list
- J. Leave Deceased member on member list till end of year (Last newsletter would be June’s)
- K. At their request, Keep Members as Non Resident that move off Marco to a Naples Address
- L. Provide current member standing to event VP’s