

Job Description: Membership Chair

The primary duty of the membership chair is recruitment of new members.

The membership chair shall keep the roster current and distribute it to the board members

The membership chair shall meet and greet all members and guests to each meeting.

The membership chair shall distribute New Member Packets to all new members.

The membership chair shall provide one or two New Member get togethers to make new members feel more comfortable.

The membership chair shall encourage all members to bring guest(s) to our meetings.

The membership chair shall present all membership reports for the Board meetings and the newsletter.

The membership chair shall be responsible for table decorations.

The membership chair shall track all monies incoming at the meetings and present such to the treasurer at the end of the meeting.