

**Membership Committee Chair**  
**Job Description**

**Responsibilities:**

Membership Committee Chair

- Shall be appointed by the President and approved by the Board of Directors.
- Shall recruit members for the committee to perform committee responsibilities.
- Recruits and maintains membership.
- Maintains a roster of members in good standing.
- Maintains a historical record of yearly membership of The Association.

**Sequenced Responsibilities:**

July Post Meeting:

- Establishes goals for the year.
- Write Article for the Aurora.
- Solicit members for the committee.
- Obtain new Membership forms from Fargo Office.
- Update Membership List.
- Review Web Page and recommend updates.

August:

- Set aside one day to contact alumni members and officers and perform alumni business.
- Obtain new Membership forms from Fargo Office.
- Update Membership List.
- Prepare mailing labels for Aurora.
- Review Web Page and recommend updates.

September:

- Set aside one day to contact alumni members and officers and perform alumni business.
- Obtain new Membership forms from Fargo Office.
- Update Membership List.
- Review Web Page and recommend updates.

October:

- Review Yearly Goals
- Set aside one day to contact alumni members and officers and perform alumni business.
- Obtain new Membership forms from Fargo Office.
- Update Membership List.
- Review Web Page and recommend updates.

**Membership Committee Chair**  
**Job Description**

November:

- Set aside one day to contact alumni members and officers and perform alumni business.
- Obtain new Membership forms from Fargo Office.
- Update Membership List.
- Review Web Page and recommend updates.

December:

- Set aside one day to contact alumni members and officers and perform alumni business.
- Obtain new Membership forms from Fargo Office.
- Update Membership List.
- Write Article for the Aurora.
- Prepare mailing labels for the Aurora.
- Review Web Page and recommend updates.

January:

- Review Yearly Goals
- Set aside one day to contact alumni members and officers and perform alumni business.
- Obtain new Membership forms from Fargo Office.
- Update Membership List.
- Review Web Page and recommend updates.

February:

- Set aside one day to contact alumni members and officers and perform alumni business.
- Obtain new Membership forms from Fargo Office.
- Update Membership List.
- Review Web Page and recommend updates.

March:

- Set aside one day to contact alumni members and officers and perform alumni business.
- Obtain new Membership forms from Fargo Office.
- Update Membership List.
- Write Article for the Aurora.
- Prepare mailing labels for the Aurora.
- Review Web Page and recommend updates.

**Membership Committee Chair**  
**Job Description**

April:

- Review Yearly Goals
- Set aside one day to contact alumni members and officers and perform alumni business.
- Obtain new Membership forms from Fargo Office.
- Update Membership List.
- Review Web Page and recommend updates.
- Review Association By-Laws and make recommendations for changes.

May:

- Set aside one day to contact alumni members and officers and perform alumni business.
- Obtain new Membership forms from Fargo Office.
- Update Membership List.
- Review Web Page and recommend updates.

June:

- Set aside one day to contact alumni members and officers and perform alumni business.
- Obtain new Membership forms from Fargo Office.
- Update Membership List.
- Review Web Page and recommend updates.

July Pre-Meeting:

- Prepare membership list for annual meeting.
- Present a report during the annual meeting.

**Non-Sequenced Responsibilities**

- Aid in identifying people to run for the Executive Secretary / President Elect position in future years.
- Participate in telephone conferences and board meetings throughout the year.
- Maintain a record of tasks completed, contacts, and actions taken in order to help the transfer to the next President.
- Work with Executive Secretary / President elect and Scout office staff on sending renewal notice to people whose membership is about to expire.
- Work with Executive Secretary / President elect and Scout office staff on sending reminder notice to people who still owe money on the lifetime membership.
- Prepare mailing labels for Aurora and other Association mailings as needed.

**Membership Committee Chair**  
**Job Description**

**Membership Procedures:**

- Membership form arrives in office (New Member)
- Money transferred to Alumni Association Account (Office Staff)
- Receipt sent to new member (Office Staff)
- Membership form placed in folder or binder in office (Office Staff)
- Membership chairman picks up forms periodically (Membership Chair)
- Membership chairman updates current membership database (Membership Chair)
  - Personal Information
  - Amount Paid
  - Payment Schedule
  - Etc.
- Sends Membership Packet to New Member (Membership Chair)
  - Welcome Letter from The Association
  - Bylaws
  - Past Aurora
  - Alumni Project List
  - Alumni Achievement Nomination Form
  - Fact Sheet
- Writes Article for Aurora indicating new members (Membership Chair)
- Copy membership forms and send to Chris Soper for Alumni Roster Database (Membership Chair)
- Retain membership forms for historical records (Membership Chair)