

## **Job Description Guilford Garden Club Membership Chair** (9/2021)

The Membership Chair is responsible for maintaining an up to date list of current members, processing new member applications, and assisting the Treasurer in the collection of annual dues.

### **Roles and Responsibilities:**

#### **General Meetings:**

- Bring alphabetized printed name tags for members and blank name tags for guests
- Provide Guest Sign In Sheet
- Introduce Guests and New Members to the Garden Club Membership
- Have Membership Applications available for potential New Members

#### **New Members:**

- have New Members fill out the *GGC* Membership Application and a check in the amount of the yearly dues.
- Give a copy of the Application and the check to the treasurer.
- Give each New Member a Welcome Letter, Gift, and a Copy of the Yearbook.
- Arrange to have a name tag made.
- Provide Board Members and necessary Committee Chairs (Hospitality, Artistic Design, Yearbook) with New Member address, phone number and email.

#### **Additional Responsibilities:**

- Maintain a Master List of the current club membership.
- Distribute new yearbooks to all members at the September Meeting.
- Retain 5 copies of the yearbook for Federated.
- Send reminders to members who have not paid their dues in a timely fashion (information will be provided by the Treasurer by May 31). As written in the By-laws, a written reminder will be written by the Corresponding Secretary to those who have not paid. Anyone not paying by June 30 will be removed from the membership list for the following year.