

Job Description  
VUBC Unit 547 Membership Chair

The Unit Membership Chair shall:

- Report to the board of directors and attend board meetings as required.
- Review the Unit's monthly In-And-Out report for new members, members transferred into our unit and deceased members.
- Welcome each newcomer with a personal phone call.
- Mail, or email, each newcomer our Welcome Letter with free play coupon, a copy of our VUBC Information Sheet and an electronic copy of our Membership Phone Book.
- Create a Welcome Packet for each newcomer and arrange for its delivery to the newcomer - either a pick-up at one of our games or delivery to their house. Contents of the Welcome Packet is at the discretion of the Membership Chair.
- Scan local newspapers, mainly the Ventura Star, for obituaries of possible deceased members of our Unit.
- Notify the ACBL (currently [InMemoriam@acbl.org](mailto:InMemoriam@acbl.org)) of deceased members. A link to a published obituary is needed.
- Maintain a list of deceased players for the current calendar year for the Unit President to announce remembrances at our Unit Annual Meeting.
- Send sympathy cards to Unit members and/or spouses concerning serious injuries, illnesses and deaths.

Reference Material and Electronic Source Files:

1. ACBL Handbook of Rules and Regulations  
<http://web2.acbl.org/Handbook/handbook/ACBLHandbook.pdf>
2. VUBC Information Sheet file (from Club Manager)
3. VUBC Welcome to Area letter file with Coupon
4. VUBC Membership Phone Book file (from Email Coordinator)
5. VUBC Description of Welcome Packet/Kit previously used file.