

MEMBERSHIP CHAIRPERSON JOB DESCRIPTION

Chairperson: responsible for all duties and information regarding membership application and records. (updated 11/21)

1. Provide information, requirements, and procedures for membership to prospective Corporation members.
2. Maintain and provide membership application and renewal forms. Application and renewal forms shall also be made available on the Club website.
3. Follow and coordinate the following procedures in the processing of prospective new member applications:
 - a. Read the new applications (which have been collected with one year's dues) at the first meeting following receipt of the application. Send the dues to the Treasurer.
 - b. Publish the names of applicants in the next issue of the Canine Post.
 - c. Prepare and distribute ballots for use in electing new members. The ballot will contain the name of the prospective member and a blank for a "yes" or "no" vote.
 - d. Read the applications for the second time followed by voting on the application (under "Election of New Members").
 - e. Notify new members of their election to membership and welcome them to the Club.
 - f. Provide new members of the log in information to the members only section of the website.
 - g. Send the names, addresses, phone numbers, membership status (Full or Associate) and dog breeds of newly elected members to the Canine Post editor for publication in the issue following their election.
 - h. Notify the sponsors of the new members of their election and encourage them to involve the new member in Club activities.
4. Maintain the membership roster. The membership roster shall show each member's name, address, e-mail address, phone number, membership anniversary date, dog breeds, and membership standing, whether Full or Associate. Changes to the roster should be sent to the Canine Post editor and to the webmaster for updating the roster on the website.
5. In November of each year the chair shall send an updated copy of the renewal form to the Canine Post editor for publication in the newsletter for the months of November and December. The chair shall also send the forms to the webmaster for the WSOTC website. The renewal forms shall contain the name and address of the Treasurer, where renewal forms and accompanying checks shall be sent. The chair will also send the renewal form to the webmaster for publication on the website. In January, the chair will coordinate with the Treasurer to collect the renewal forms and to make the necessary changes to the roster. The chair and Treasurer will also coordinate on a final update after March 1.
6. Changes to the membership and renewal forms shall be approved by the Board of Directors.
7. Verify that those who renew as full members meet the necessary qualifications.
8. Send a record of the membership attendance at General Membership meetings to the webmaster to post on the website.

9. Keep an updated list of member attendance at General Membership meetings and send to the webmaster to be posted on the website for member reference. These names can be found in the minutes of the General Membership meetings in the Canine Post.