

MEMBERSHIP CHAIR PROCEDURE

- Receive new and renewal membership applications from the Treasurer; update the master membership roster.
- Weekly, email the master membership roster to:
 - President
 - Vice President
 - Secretary
 - Treasurer
 - Handicap Chair
 - Money Awards Chair
- Email the daily membership rosters to the daily co-directors weekly.
- Email the master membership roster with CAM #'s to the Activities office on or before January 15th.
- Attend Board meetings and share current membership numbers.
- Annually, remove putters from the membership roster, who didn't renew by May 31st.