

Membership Director Responsibilities

- Attend all Board Meetings and General Meetings. Provide report and send (email) a copy of report to the Marker 2 Editor as early as possible after General Meeting.
- In December/January, coordinate with webmaster to have current year Membership Renewal / New Member Application forms on the website.
- Coordinate with purser at the beginning of the year so that as the members pay their dues the Purser forwards the renewal and new member forms as they come in. (Purser or his designate picks up the mail).
- Maintain a spread sheet with all the information about each member necessary to making up the HBYC Directory in February.
- Have blank Renewal and New Member Application Forms on hand at HBYC Meetings.
- File all renewal forms and new member applications in the Binders marked Active Members.
- After renewal date has passed, remove forms of those members who did not renew and archive them.
- As new members join, add them to the spread sheet and inform the Commodore and Board.
- After February 15th, compile the new year's Membership Directory using the established format. Edit out all non-renewed members but don't take them off your spreadsheet as they may subsequently renew.
- Target date for distribution of the Member Directory is the March General Meeting.
- Make up badges for new members and provide a welcome packet. At a minimum, this should consist of the Member Directory, copy of the HBYC By-Laws and Calendar for the year. Coast Guard pamphlets, (we have a lot), and other appropriate information.
- Coordinate with Purser and Finance Director to provide new member with their initiation item (currently cap, coffee cup, or HBYC burgee).
- When current members lose their name badge, make them a new one and ask them for \$1.00 to help cover the cost.
- At General Membership Meetings, announce Birthdays and Anniversaries for the current month. Also announce any guests who have signed the Guest Book, or new members, and ask them to introduce themselves.
- Submit New Member information and current Birthday and Anniversary Information monthly to Editor of Marker 2.