

## **ARFAX Roles and Responsibilities**

### **Membership Chair**

#### **Overall Responsibilities**

- The ARFAX Executive Committee is composed of the Officers, Delegates and Alternates, Standing Committee Chairs – as a Standing Committee Chair, the Membership Chair is a member of the Executive Committee.
- Attend all Executive Committee meetings.
- Maintain a database of contact information for all members of ARFAX.
- Submits required information to the Handbook Chair.
- Distribute the database to the Treasurer, Website Chair and the Handbook Chair at the beginning of the season and any updates throughout the season.
- Furnish updates to the Executive Board and the Website Chair.

#### **Month-By-Month Activities**

##### **November**

- Attend the November Executive Committee Meeting and Annual Meeting.

##### **December**

- Get an updated list of Delegates from the ARFAX Secretary.
- Send each delegate a copy of the previous year's roster and ask for changes (updates, additions, deletes) to be returned by the 2nd week in January.

##### **January**

- Collect updated rosters (via e-mail) the 2nd week of January. Follow up with delegates who have not sent. Compiling the rosters is a back-and-forth process with delegates.
- Attend January Executive Committee Meeting and hand out a copy of roster to each delegate.
- Send interest flyers to Delegates and Alternate Delegates and encourage Delegates to recruit new members.

##### **February**

- Attend February Executive Committee Meeting and address any pertinent action items.
- Send final club roster to Delegates for review. Deadline for final changes

is mid- February.

- Format roster per Handbook Chair request and send to Chair.
- Send master roster to Executive Board and Website Chair.

## **March**

- Attend March Executive Committee Meeting and bring updated rosters.
- For new members joining after the membership roster is submitted, provide the basic member information (name, address, club, email, cell phone number, and GHIN number) to the Treasurer and Website Chair.
- The Handbook Chair will distribute handbooks at the meeting and give remaining to the Membership Chair to distribute to new members as they join.
- Provide the new member with the ARFAX website. After the membership fee is processed, new members will be able to register for Cups and other tournaments. Note: Dues go directly to the Treasurer. Send a new member handbook.
- Brainstorm ideas for recruiting new members and growing ARFAX.

## **March-August**

- Remind Delegates to continue to invite new members to join ARFAX.
- Update the master Roster with new members and re-send to Executive Board and Website Chair. Send new members a handbook.

## **September**

- Attend September Executive Committee Meeting.
- Identify lessons learned from the season. Recommend changes to the ARFAX board, as needed.

## **October**

- Attend the President's Cup tournament—by invitation only for current delegates, alternates, and other volunteers, as determined by the President.