

## MEMBERSHIP COORDINATOR

### Duties:

- 1) Check membership hotline and respond to a variety of inquiries, including.
  - Requests for membership applications/information
  - Specific questions about the Club
  - Those interested in making a presentation at the general meeting
  - Those interested in advertising in the club newsletter
  - Questions about a specific event. i.e. the Pre-School Fair
- 2) Change message on the hotline each month to include the next month's meeting date and other specifics. The best time to change the message is the day after the general meeting.
- 3) We also get requests for information through the website (mom4mom.org). This information is forwarded to the membership coordinator via e-mail
- 4) Document who and what information was sent, as well as the date and their address and/or phone number. Note if the inquire was through the website. This log is kept in the membership binder.
- 5) Maintain membership materials, which include the membership applications, by-laws, yellow renewal form, plain legal-sized envelopes, stamps and reimbursement forms. At this time we do not include a return envelope in the information packet.
- 6) Membership gets copies of all the necessary handouts, envelopes and stamps and is reimbursed from the club treasurer.
- 7) Membership maintains a table at every general meeting and some events, such as the Pre-School fair & Annual Summer Picnic. The membership table should have new member applications, renewal forms, the "New Member" table sign and receipt book so potential members can sign up on the spot. At least 20 copies of the by-laws should also be available to hand out to prospective members as well as extra copies of the newsletter. *Please note that at the Preschool Fair you will need mostly new enrollment forms. Please note that at the Annual Picnic the renewal campaign starts. At least 100 renewal forms will be needed plus 10 copies of new enrollment forms.*
- 8) Membership sends out newsletters to new members who join after the monthly newsletter mailing. The Database Coordinator sends the list of new members weekly via email.

**General Information:**

The membership Coordinator position lends itself well to being shared by two people. The coordinators can alternate months when they cover the hotline.

Renewals begin in September. The membership year runs from November to October.

**Club Board Members most frequently contacted by the Membership Coordinator**

**Playgroup Coordinators** – so prospective members can see if there is a playgroup in which they are interested.

**Database Coordinator** – to see if a member's address has been or needs to be updated and whether their membership is current.

**Advertising Coordinator** – someone needs more information about advertising in the newsletter.

**General Meeting Speaker Coordinator** – someone would like to make a presentation at a General Meeting.

Revised 8/16/06

Number of Coordinators = 2

Time Involved = 15

Active Position = Yes