

## **Job Description Membership Chair**

### Scope:

The Membership Chair is responsible for all activities involving the solicitation and maintenance of the active membership.

Performs various administrative and support duties for the organization.

### Specific Tasks and Duties:

Maintains the master membership list in a spreadsheet program. Maintains an Address Book for label preparation. Maintains paper backups for all information. Keeps membership applications.

Sends a “Welcome Letter”, dues card and a copy of the Bylaws to each new member. Orders badges for new members.

Sends a “Congratulations Letter” and membership application to new owners who are not already members. Sends a list of new members to the Secretary/Treasurer and the Chapter Chair. (New owners are obtained from King of the Road in York or referrals.)

Sends dues cards to members after receiving dues.

Sends any checks or monies received for dues or membership fees to the Secretary/Treasurer.

Sends a list of the new owner new members to Kings on the Road approximately once a month for payment of the first years’ dues and two badges.

Keeps all member data updated in the spreadsheet and address label software.

Prepares Address Labels for the Publicity Chair for the Newsletter. Discards labels for those who receive their Newsletter on the Web Site. Provides a Final Dues Notice. Provides a list of new members and their home state for the Newsletter.

Keeps the following forms updated: Welcome Letter, Congratulations Letter, Membership Application, Dues Notice, Final Dues Notice, Dues Card and any other forms that may become necessary.

Orders rally bars for the National Rally in sufficient time to have for the rally.

Assists with member registration at the National Rally, and issues membership cards.

Authority:

The Membership Chair is subordinate to the President and the Board.

Expenditure approval limit is \$250.00. Must obtain approval of the President or the Board on any expenditure exceeding that limit.

Skills and Requirements:

Internet access and basic computer skills are required.

Basic proficiency with word processing, spreadsheet and labeling software is essential.

Computer hardware must include a printer and should include CD-RW capability.

Good written and verbal communication skills are highly desirable.

Organizational skills are highly desirable.

Original Draft Prepared By: Klairaine Nichwander  
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Revision 1 by Dave Starnes  
Dec. 2, 2003

Revision 2 by Klairaine Nichwander  
Feb. 12, 2004

Revision 3 by Dorothy Swalls  
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