Reviewed: March 2022

**DIRECTORS: MEMBERSHIP**

TERM: 2 years

Changes to Job Description due to Covid-19 pandemic and the inability to hold in-person meeting:

All jobs described below that are in *italic font* are suspended until in-person meetings can occur again. Jobs that are unaffected by the inability to meet in person or are new due to inability to meet are **bolded**.

Duties of the Membership Chair

The Membership Chair is responsible for all aspects of the association membership, including:

* Providing a mailing list for newsletter mailing
* Maintaining a list of members who cannot participate in the automatic online renewal system (i.e. have no email address/computer/internet connection); notifying these members by mail of their upcoming renewal dates and process their submitted renewals manually
* Maintaining a current and accurate database for online newsletter and announcement emails,
* Providing emailed membership rosters,
* Providing membership information to potential and returning affiliates,
* Providing membership cards and name badges for active members,
* Hosting new member socials to welcome and inform new members,
* Attending monthly board meetings,
* Providing membership services at a welcome table during monthly general meetings,
* Writing monthly Membership Report in association’s newsletter,
* Working with SCVQA Webmaster to resolve all email problems and issues,
* Giving membership funds collected to the SCVQA Treasurer in a timely manner,
* Periodically checking the SCVQA post office box.

This job is best suited for a person who enjoys computer data base maintenance (beginners and learn easily) and can spend regular time staying in touch with new members and responding to inquiries from members (mostly email). Ability to provide attention to detail while staying well organized is helpful. This position provides a great opportunity to meet and get to know many of our members.