

RAINDROP DECORATIVE PAINTERS MEMBERSHIP JOB DESCRIPTION

Revised November 2023

I Composition-

The Membership Chair is a volunteer position. The Membership Chair may select a co-chair.

It is a requirement that the Membership Chair have full-time access to a computer, and have adequate computer skills to send, receive, edit, and save documentation in accordance with common practice and/or chapter requirements as applicable.

II Accountability-

The Membership Chair (and Co-Chair if applicable) is accountable to the Executive Committee.

III Responsibility-

The Membership Chair/Committee recruits new members, collects dues, maintains current members records, and is responsible for publishing the membership directory as follows:

1. Maintain membership application forms with the current year's date and any other pertinent details for use as needed.
 - a. New Members receive a letter of Welcome that includes access to the members-only portion of the website, payment receipt, chapter pin and instructions for painting the pin.
2. Provide membership renewal reminder articles to the Newsletter Editor for inclusion in the September and November newsletters.
3. Provide payment receipt to members upon payment of dues together with current membership card and renewal letter by email.
4. Provide the Treasurer with detailed cashier's reports of members along with monies received for dues promptly after receipt of dues.
5. Deposit checks and cash into Raindrops bank account promptly. Deposits should match the cashier's report.
6. Have extra copies of membership forms, pins, and painting instructions at in-person membership meetings.
7. The Membership Directory shall consist of the following: Current listing of the Executive Committee and All other Committees, Sponsors, Business, and Teacher listings. Members are listed alphabetically by last name including mailing addresses, email addresses, telephone numbers and birthdays.
 - a. The new year's directory should be updated and available online by the February chapter meeting.
8. Coordinate with the Website administrator to have the Membership Directory posted in the Members Only section of the Website.
9. Provide monthly updates to:
 - a. Website administrator as appropriate, in agreed upon format.

- b. Executive Committee and other Committee Chairpersons members, such as Education, and Sunshine, in Excel format for updating email distribution lists as appropriate.
- 10. Renewal reminders – provide one courtesy email and one phone call to members who have not renewed their membership by the published due date, in an effort to maintain membership.
 - a. Members who have not renewed within 30 days of the published renewal date will be dropped from Raindrop membership.
- 11. Send Business members reminders of dues in letter form thanking them for their contribution to the membership.