RAINDROP CHAPTER MEMBERSHIP JOB DESCRIPTION

Revised August 2021

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 to have full time access to a computer, and have adequate computer skills in order 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 current year's date and any other pertinent details for use as needed.
    a. New Membership packets contain: Letter of Welcome, Membership Directory, Membership Profile form, Chapter Pin and instructions for painting the pin, and Map to regular meeting location (if applicable), Raindrop Chapter By-Laws, what is the National Society, Code of Ethics and Ten Commandments for Decorative Painters.
2. Provide membership renewal reminder article to Newsletter Editor for inclusion in the September & November newsletters.
3. Provide payment receipt to members upon payment of dues together with current membership card.
4. Provide the Treasurer with a detailed report of members along with monies received for dues in advance or bi-monthly board meetings.
5. Have extra copies of membership forms and new member packet at in person chapter meetings.
6. The Membership Directory shall consist of the following: Current listing of the Executive Committee and All other Committees, Sponsors, Business and Teacher listings. Members listed alphabetically by last name including mailing addresses, email address, telephone number & birthday.
    a. The new year's directory should be updated & available online by the February chapter meeting.
7. Coordinate with Website administrator to have Membership Directory posted in Members Only section of Website
8. Provide monthly updates to:
    a. Website administrator as appropriate, in agreed upon format

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