

PALISADES WOMEN'S CLUB JOB DESCRIPTION

Updated January 2018

MEMBERSHIP CHAIR

Performs duties prescribed under The Palisades Women's Club Bylaws, Article V, section 3, ("General Executive Board Duties") and such other duties as may be prescribed in these Bylaws or assigned by the PWC or the Executive Board.

INTRODUCTION

The Membership Committee Chair is responsible for keeping an accurate record of PWC membership, processing new applications, and collecting dues. Provides email address updates and the membership roster to the Corresponding Secretary for use in correspondence and distribution. Updates the PWC brochure, as needed, and manages the budget. May appoint a vice chair and/or one or more assistants.

MAJOR DUTIES AND RESPONSIBILITIES

Attends all General and Executive Board Meetings.

Receives annual and new member dues and processes applications. Updates the member application form, as necessary. Collects all membership dues. Keeps an accurate record of payments received and transfers all monies collected to the Treasurer.

Encourages growth and maintenance of membership using media (such as the PWC website, brochures, and putting out PWC signs before meetings) and by communicating with potential and new members, regularly monitoring the PWC email account.

Prepares for General Membership meetings. Creates and maintains name tags, as needed, and sets them out prior to the meeting based on the list of confirmed attendees provided by the Palisades Country Club.

Greets attendees as they arrive for the General Meetings. Provides name tags to members, and has guests sign in and fill out a temporary name tag. Keeps record of attendance and reports out, as necessary.

Holds new member socials to welcome and educate new members about social and service opportunities.

Submits expenses with receipts to the Treasurer and maintains the budget.