Membership Chair Job Description

1. Maintain the Membership List on the current Excel Database. This list goes to the President by the 27th of each month.
2. Maintain the Membership List on the current Word Document. This list goes to the President by the 27th of each month.
3. Collect Dues and update the list as needed. If dues are mailed to Membership Chair, fill out Dues Form and get the money to the Treasurer as soon as possible.
4. Submit dues using the correct form to the Treasurer.
5. Any new members get a Membership Welcome Letter.
6. Make name tags for all new members and bring to the following meeting.
7. Attend the Monthly Meeting (Third Thursday of each month) and man the membership desk to encourage attendees to join the Guild.
8. Attend the Planning Committee Meeting each month (First Friday of each month).
9. Prepare an Attendance list for each monthly meeting so that members can check off their names.
10. Email the list of members in Word format, containing addresses, and email addresses to the following people.
    a. Meg Hays
    b. Pat Buckhart
    c. Cathy Stone
    d. Bonnie Bishop
    e. Renee Conboy
    f. Mary Tougas
    g. Angie Wilson
    h. Rita Marsh
    i. Andrea Leopold
    j. Amy Ottiledge
    k. Alice Errite
    l. Mary Rembach
    m. Marylen Snyder
    n. Jane Bowman
    o. Jane Stankewitz
    p. Lynn Locke
    q. Robert Galbraith
    r. Colleen Camp
11. Work with Rita Marsh or designee on the membership booklet.
12. Revise the Membership form as necessary to reflect the name and address of the current Membership Chair.

13. Submit form in PDF form to the Web Manager, for publication on the pencilpainters.com website.
14. Make copies of membership form for meetings. Apply for reimbursement from the treasurers with number of copies and purpose.