

Longmont Genealogical Society

Job Description and Procedures

Job Title: MEMBERSHIP – Appointed, Standing Committee, Board Member

Job Description: As per Bylaws and Standing Rules

Web Site: longmontgenealogicalsociety.org

JOB RESPONSIBILITIES:

1. Attend monthly meetings of the LGS board of directors the first Wednesday of each month. Report membership numbers; bring up any membership issues to the board; be prepared to discuss agenda topics and vote on motions.
2. Attend monthly General meetings the second Wednesday of each month & preside at membership table.
3. Track member birthdays.
4. Prepare year-end membership report.
5. Maintain Membership Payments and Membership Address files.
6. Prepare membership cards & membership receipt cards for new and renewing members.
7. Prepare copies of the LGS membership flyer for distribution.

SKILLS NEEDED: Experience in computer programs, Excel and Word; email; and use of thumb drive to maintain records.

PROCEDURES:

1. At monthly meetings set up membership table. Have separate sign-in sheets for members and guests; provide membership cards to new members; provide blank name tags for guests; provide membership applications for interested guests; collect dues payments and turn monies over to Treasurer.
2. At general meeting report membership numbers to the group; introduce guests; announce the months birthdays; provide and give away door prize.
3. Maintain Membership Payment file by adding new payments & new members; marking overdue members; and deleting those no longer members.
4. Maintain Membership Address file by adding and/or correcting names, addresses and email. Provide a copy to the President and to the Heritage editor each month and annual mailing to the membership at large.
5. Assign new member numbers and maintain file.
6. Prepare year end membership report & giving the Procedures Chair a copy via email.

Further details may be obtained from your predecessor.
Revised 1995, 1997, 2010, 2011, 2013, 2018