



Longmont Genealogical Society

Membership Officer: Elected Officer, Board Member

Membership Officer's Job Description (As defined in By-laws and Standing Rules - see longmontgenealogicalsociety.org/LGSBy-laws.pdf or longmontgenealogicalsociety.org/SR2023.pdf):

Manage enrollment of new and renewing members to the Society and keep records of membership information as may be desired by the Society. Manage a table at the membership meetings to greet and record members and guests attending. If requested, follow-up with guests to answer any questions about the Society. Prepare and forward a packet of relevant materials related to LGS as a welcome to new members and prepare and distribute a Society membership roster to all members. Attend scheduled Board meetings and be a voting member of the LGS Board of Directors.

Membership Officer's Responsibilities:

1. Membership Officer serves as a voting member of the LGS Board and attends meetings of the LGS Board, when scheduled, and the monthly general membership meetings.
2. Report membership numbers at Board meetings (current members, renewing members, new members, etc.), bring up any membership issues, be prepared to discuss agenda topics and vote on motions. (See attached sample report.)
3. Set up a table at the membership meetings to record members attending, welcome guests and collect contact information, enroll any new person wishing to join as members, or any current members wishing to renew membership.
4. If the Membership Officer is unable to attend a membership meeting, the Membership Officer should arrange for a substitute for that meeting.
5. Collect membership dues and turn money collected over to the Treasurer, at the end of the Membership meeting or within a week. Should include the application, or a record of who paid, amount received and type of payment (cash or check).
6. Keep track of members' birthdays to announce at monthly membership meetings, and also provide a list to the Quarterly Editor for inclusion in the *Longmont Heritage*.
7. Maintain membership files, which include: name, postal address, email address, phone number, birthday and year of first joining the Society.
8. Create and distribute a membership roster by 1 May of each year. Update the roster for the Board and Nominating Committee monthly during the rest of the year.
9. Maintain the list of members subscribing for a paid newsletter for the printing of the mailing labels.
10. Prepare a year end report and provide it to the President before the January Board meeting.
11. Pass all records, documents, money and supplies related to membership to the Membership Officer's successor.

Membership Officer's Computer Skills Needed:

Experience with a computer spreadsheet program (Excel, or similar) and a computer word processing program, how to convert documents to PDF, use of email, how to attach files to an email and how to backup/access files on a thumb drive.