

Duties/Job Description: MPS Membership Chair

Develop and maintain the guild membership records.

Facilitate yearly membership renewals in August/September by providing applications and collecting completed applications and fees.

Publish a guild directory to be distributed at the October General meeting.

Monthly send an updated directory to the website chair(s) to update online directory information.

Monthly send new member email addresses to the Chair(s).

Share collected member information with appropriate sub-group chairs.

Provide membership applications throughout the year.

Track membership numbers to limit membership to 140 members, as stated in the guild by-laws.

Attend monthly Board meetings and General meetings.

Track member attendance at monthly general meetings.

Send out thank you notes via email to guests attending monthly meetings.

January 2014