

Membership Chair Job Description

The Membership Chairperson is responsible for keeping a record of all ROSC members and reports to the First Vice President.

BOARD REQUIREMENTS

- Acceptance of a Board position indicates a commitment to attend ROSC Board Meetings, Committee Meetings for which this position is required, Socials and all other ROSC sponsored functions.
- Inform the First Vice President if unable to attend a Board meeting.
- May not have more than two unrepresented absences at Board meetings.
- Prepare a written monthly report summarizing what happened during the month, including monthly expenses.
- Maintain a notebook as outlined in Board Procedures.
- Contact successor and coordinate respective duties and responsibilities to ensure an efficient transition prior to Joint Board meeting.
- Provides an updated inventory log at the March meeting along with a projected budget.

RESPONSIBILITIES

1. Create, distribute, and process application forms and processes payment of dues.
2. Create a spreadsheet which tracks membership data.
3. Circulate a draft of roster at October's function for changes and corrections.
4. Create and distribute a Directory to all members with membership information. Send out updated directory to board members when new members are added.
5. Create, distribute and collect name tags at social functions.
6. Respond to membership questions received on social media and via email in a timely manner.
7. Chairperson can organize recruiting events (i.e., membership drives, etc.) with approval of the First Vice President and President.
8. Assist at check-in for all events.
9. Welcome and Hail members in attendance at functions.
10. Provide Hail and Farewell Gifts for new and outgoing members.
11. Ensure that only paid members are members of the ROSC Members private Facebook Page.
12. Submits monthly Board reports that include number of active members and total members including newcomer information.
13. Verify membership of attendees at all monthly functions and on Election Day and provide membership applications for those wishing to join the ROSC.

14. Following the ROSC Elections, all outgoing Officers and Standing Committee Chairs will contact their successors and coordinate their respective duties and responsibilities to ensure efficient transition. This shall be done prior to the Joint Board meeting. All Board members will be required to attend and remain at the Joint meeting and give all paperwork, notebooks and any additional materials to their successors at this meeting.

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