

Job description

Membership Coordinator

This position is a “year around position” and the name of the coordinator is listed in the newsletter (Artline) with his/her phone number. The purpose is to keep updated membership roster and provide labels for mailings. Membership Coordinator recommends membership recruitment strategies to the Board of Directors. He or she shall also direct any necessary membership activities as follows:

- 1. Maintain and update membership records.**
- 2. Periodically check out the TAA mail box and forward the mail.**
- 3. Through out the year he/she make sure that the check with proper amount is accompanied with the application.**
- 4. After receive and processing membership application, he/she will forward them to the treasurer with the checks attached.**
- 5. Provides emails to “Email Forwarder” for communication with the membership (*emails to be used exclusively for TAA events*) and oversee his or her activity.**
- 6. Each year at the end of September publish new membership roster or designate the job to member volunteer who will do it, and have it distributed to all members.**
- 7. Each month (end of the month) (26) he/she provides mailing labels to mail coordinator for the newsletter.**
- 8. Provides the Exhibit Chare with updated membership list before the exhibit.**
- 9. At the end of the year, June 31, he/she obtain records on active volunteers from the Controller.**
- 10. Oversee recruiting activities.**
- 11. Communicates with the treasurer and president.**