Responsibilities:

Membership Committee Chair
  • Shall be appointed by the President and approved by the Board of Directors.
  • Shall recruit members for the committee to perform committee responsibilities.
  • Recruits and maintains membership.
  • Maintains a roster of members in good standing.
  • Maintains a historical record of yearly membership of The Association.

Sequenced Responsibilities:

July Post Meeting:
  • Establishes goals for the year.
  • Write Article for the Aurora.
  • Solicit members for the committee.
  • Obtain new Membership forms from Fargo Office.
  • Update Membership List.
  • Review Web Page and recommend updates.

August:
  • Set aside one day to contact alumni members and officers and perform alumni business.
  • Obtain new Membership forms from Fargo Office.
  • Update Membership List.
  • Prepare mailing labels for Aurora.
  • Review Web Page and recommend updates.

September:
  • Set aside one day to contact alumni members and officers and perform alumni business.
  • Obtain new Membership forms from Fargo Office.
  • Update Membership List.
  • Review Web Page and recommend updates.

October:
  • Review Yearly Goals
  • Set aside one day to contact alumni members and officers and perform alumni business.
  • Obtain new Membership forms from Fargo Office.
  • Update Membership List.
  • Review Web Page and recommend updates.
November:
- Set aside one day to contact alumni members and officers and perform alumni business.
- Obtain new Membership forms from Fargo Office.
- Update Membership List.
- Review Web Page and recommend updates.

December:
- Set aside one day to contact alumni members and officers and perform alumni business.
- Obtain new Membership forms from Fargo Office.
- Update Membership List.
- Write Article for the Aurora.
- Prepare mailing labels for the Aurora.
- Review Web Page and recommend updates.

January:
- Review Yearly Goals
- Set aside one day to contact alumni members and officers and perform alumni business.
- Obtain new Membership forms from Fargo Office.
- Update Membership List.
- Review Web Page and recommend updates.

February:
- Set aside one day to contact alumni members and officers and perform alumni business.
- Obtain new Membership forms from Fargo Office.
- Update Membership List.
- Review Web Page and recommend updates.

March:
- Set aside one day to contact alumni members and officers and perform alumni business.
- Obtain new Membership forms from Fargo Office.
- Update Membership List.
- Write Article for the Aurora.
- Prepare mailing labels for the Aurora.
- Review Web Page and recommend updates.
Membership Committee Chair
Job Description

April:
- Review Yearly Goals
- Set aside one day to contact alumni members and officers and perform alumni business.
- Obtain new Membership forms from Fargo Office.
- Update Membership List.
- Review Web Page and recommend updates.
- Review Association By-Laws and make recommendations for changes.

May:
- Set aside one day to contact alumni members and officers and perform alumni business.
- Obtain new Membership forms from Fargo Office.
- Update Membership List.
- Review Web Page and recommend updates.

June:
- Set aside one day to contact alumni members and officers and perform alumni business.
- Obtain new Membership forms from Fargo Office.
- Update Membership List.
- Review Web Page and recommend updates.

July Pre-Meeting:
- Prepare membership list for annual meeting.
- Present a report during the annual meeting.

Non-Sequenced Responsibilities

- Aid in identifying people to run for the Executive Secretary / President Elect position in future years.
- Participate in telephone conferences and board meetings throughout the year.
- Maintain a record of tasks completed, contacts, and actions taken in order to help the transfer to the next President.
- Work with Executive Secretary / President elect and Scout office staff on sending renal notice to people whose membership is about to expire.
- Work with Executive Secretary / President elect and Scout office staff on sending reminder notice to people who still owe money on the lifetime membership.
- Prepare mailing labels for Aurora and other Association mailings as needed.
Membership Committee Chair
Job Description

Membership Procedures:

Membership form arrives in office (New Member)

Money transferred to Alumni Association Account (Office Staff)

Receipt sent to new member (Office Staff)

Membership form placed in folder or binder in office (Office Staff)

Membership chairman picks up forms periodically (Membership Chair)

Membership chairman updates current membership database (Membership Chair)
  Personal Information
  Amount Paid
  Payment Schedule
  Etc.

Sends Membership Packet to New Member (Membership Chair)
  Welcome Letter from The Association
    Bylaws
    Past Aurora
    Alumni Project List
    Alumni Achievement Nomination Form
    Fact Sheet

Writes Article for Aurora indicating new members (Membership Chair)

Copy membership forms and send to Chris Soper for Alumni Roster Database (Membership Chair)

Retain membership forms for historical records (Membership Chair)