



SDCWA JOB DESCRIPTION

POSITION	Membership Chair
REPORTS TO	2 nd Vice President
JOB DUTIES	To oversee the annual membership drive and to maintain records accordingly. Provide membership roster to the handbook chair for the annual handbook. Respond to membership interest throughout the year. Encourage new memberships on-going.
TIMELINE – SDCWA calendar year – July thru June	
June – July	Membership renewal period. Remind membership in June newsletter. Set deadline for names to be included in annual handbook. E-mail or send out reminder notices to those who do not respond.
July	Establish deadline date with the handbook chair to submit names.
August - September	On-going updates to handbook roster. Proof material with handbook chair.
Monthly	Submit membership additions/updates to newsletter editor as needed.
Membership Profiles	Ask all new members to complete a membership profile. Write and submit information for newsletter.
Actions Requiring Board or Membership Approval	Changes in Membership Dues
Procedure Book	Maintain a procedure book to be passed on to incoming chair. Update at end of term with step-by-step instructions; electronic files, sample documents.