

Membership Chair

POSITION SUMMARY:

Reporting to the Social Director, the Membership Chairperson is responsible for maintaining a current membership database and records file, for the periodic production of membership directories and for production of mailing labels when appropriate.

SPECIFIC RESPONSIBILITIES/DUTIES:

1. Enter current membership data into WSA database.
2. Interact with Treasurer to track dues payments.
3. Solicit current waivers and membership information when appropriate
4. Provide the database information to WSA officers.
5. Provide mailing labels, as appropriate.
6. Produce and distribute printed and electronic membership directories.
7. Respond to all WSA membership inquiries.
8. Provide membership statistical data to Board upon request
9. Submit a written annual report of position activities to the Board of Directors by November 1 of each year.
10. Attend WSA Board meetings as a non-voting member.
11. Attend WSA general meetings and participate in all WSA-sponsored activities when appropriate.

GENERAL QUALIFICATIONS/EXPERIENCE:

WSA Member in good standing. Have a good working knowledge of computers and Excel spreadsheets. High aptitude for detail.