

## **Membership Coordinator**

### **Overall Duties**

- maintain contact info for current and former members
- maintain local store info
- collect dues and create necessary “paperwork”
- oversee Greeting Committee
- maintain e-addresses and groups in the LBS group email account
- produce and maintain reports and paperwork as needed
- assist with events where new members may be recruited

### **General Information**

- Member of the Board of Directors
- appointed by the Board of Officers during the annual transition process
- length of term is two years; may be appointed for a second term if desired
- email address: [membership@loosebeadsociety.org](mailto:membership@loosebeadsociety.org)

### **Common Duties and Procedures**

- Attend board meetings and member meetings.
- Track volunteer hours of members (including self) for all meetings, events, and activities that for yourself and volunteers that help you. Submit lists of names & hours to the Secretary on a monthly basis.
- Submit timely Revenue and Expenditure forms to Treasurer for all revenues and expenditures associated with your position and/or committee.
- Save copies of paperwork (either hardcopy or electronic) of events and activities to be passed along to the next person in your position.

### **Overview**

- Maintain contact information for current and former members database. Contact information includes name, address, phone number, email address, etc.
- Maintain local store information.
- Collect dues, issue membership cards, create name tags.
- Greet current members as they arrive for general membership meetings and have name tags available for them.
- Oversee an ad-hoc Greeting Committee to greet guests at the general membership meetings, provide them with information about our society, make them feel welcome, and introduce them during the meeting.
- Maintain the LBS group email account with accurate email addresses for our members.

- Produce paperwork in support of your responsibilities, including membership cards, new member guide, membership sign-up brochure, membership directory, and mailing labels.
- Produce reports, verbal, electronic, or written, to inform the Board of Directors and the general membership of noteworthy information about your committee, such as the current count of members and lists of stores that give our members a discount.
- Assist with events where new members may be recruited by providing sign-up brochures to person in charge (Bead&Button Show, Local Bead Shows, Retreat, President's Trip, Visiting Artist, Private Shop Nights, etc.)

## **Maintain Membership Information**

The membership data is currently kept in a database using Microsoft Access. Any means of keeping the data is acceptable as long as the required output can be produced in a timely manner. Output includes mailing labels, membership directory, reports, and other items.

There is a detailed description of the membership database in a different document.

The database includes 2 main clumps of data:

- data about individual members
- data about stores

### ***Data on Individual Members***

The name and contact information (address, phone, etc.) of all members, brand new, renewing, or former, is in the database. All changes and additions to this information is funneled through you. You are responsible for maintaining this information in the database. The database includes historical information about former members, back to 2001. We don't currently have membership information from 1999 and 2000.

Sometimes we provide a list of our members to an outside source, such as Kalmbach Publishing Company. You'll have to produce this in a usable form such as a comma separated value file. Our current policy for the distribution of membership contact information is this:

*Please be aware that your information may be available to corporate members and significant contributors for e-mail or mail solicitations.*

### ***Data on Bead Stores***

You keep track of area bead stores' contact information. "Area" is a very broad term in this context, and as of January 2009 includes stores in northern Illinois and as far away as Green Bay. However, some of these stores give us a discount, and it is useful to know about the store. These stores are your source for recruiting corporate members.

All bead stores receive the newsletter as a courtesy and for good public relations. We currently have the contact information of all known area bead stores listed on our website.

## **Membership Meeting Duties**

Greet attendees, provide name tags, accept information changes (new phone number, etc.), and accept dues.

As the business portion of the meeting starts, look around and count the number of people who are in attendance. You must eventually report this count to the Secretary. Originally, the bylaws said: "Keep attendance at general membership meetings. Give copy of attendance to be kept with meeting minutes to Secretary." This has been informally changed to keeping a count of the number of members who attend membership meetings. You need to tell the secretary of the count before the minutes for the meeting are produced. Usually you can email this information to the secretary within a day or so after the meeting.

For the 2016 Calendar year, individual dues are \$24.00 per year.

Dues may be prorated for a brand new member at a discounted rate if the person joins in the second half of the calendar year, that is, after July 1<sup>st</sup>. We currently allow dues of \$12.00 for the second half of a year.

A "Brand New Member" is a person who has never been a member in the past. If a member drops out of the society for a year, or two or more, they are still considered a returning member. Returning members pay the full dues no matter when they renew.

During August or September, the Board of Directors should discuss how much dues should be for the following calendar year. You must make it a point to get this discussion item on the agenda.

Most people will renew between October and January, but people may renew at any time.

For you, the renewal process begins in August or September with the discussion of how much dues should be for the following calendar year.

Replacement membership cards cost \$1.00.

We have a small lamination machine that can laminate our membership cards or anything else similarly sized. We charge \$1.00 per lamination.

Mailing labels may be needed for other purposes.