



Mountain Garden Club Position Description Form

Position Name

Membership

Date Created: March 10, 2017

Form Creator Name: Debbie Bryant

Home Phone: _____

E-Mail Address: _____

Committee Name: (If Applicable)

Position Overview:

The Membership Chair is responsible for maintaining an accurate membership list, name tags, and for recording attendance at all meetings. The Chair is also responsible to greet guests and have them sign the club Guest Book .

In addition, the Chair is responsible for distribution of the Yearbooks at the first meeting of the fiscal year (September) and subsequently to new members as they join.

Skills/Abilities/Other Requirements:

1. Good organizational skills
2. Outgoing personality
3. Some basic computer knowledge
4. Some writing skills are an advantage

Essential Position Functions:

1. Attend monthly meeting and set up member tags and relevant material
2. At Monthly Meetings report total attendees, total members, total guests and introduce any new members to President and membership.
3. At end of monthly meetings, collect name tags and sort alphabetically in preparation for the next meeting.
4. Assemble and distribute member booklets (Yearbook) at first meeting. If member is not present, the Chair is responsible to mail or deliver booklet .
5. Distribute membership application to prospective members
6. Coordinate membership information with Yearbook Chair for master database. Ensure that each new member has a name tag created for them
7. Bring name tags (if necessary) to luncheon meetings (and collect same afterwards). Check in at luncheon meetings is the responsibility of the Luncheon meeting Chair - therefore, the membership Chair will support the Luncheon Chair as required
8. Attend new member reception and be part of planning committee



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9. Ensure that Membership duties are covered at every meeting (i.e.: if Chair unable to attend, CoChair or chosen representative will assume responsibilities)

Print Form

Rev. 2017



Mountain Garden Club Time line Template

Event/Publication

Membership Timeline

Date Created: 03/2017 Form Creator Name: Debbie Bryant

Event/Pub Date: (appx) _____ Form Creator Tel.: _____

Date to Begin By: _____ Form Creator Email: _____

Committee Name: (If Applicable)

You can type as much as you like in any box. The form will automatically expand to handle the increase. If you need more categories (which you probably will) just click on the "Time Category" Button.

Click to Add a Time Category

Time Category	Actions Necessary	Tips & Best Practices
September	1. Receive Yearbooks from Yearbook Chair. Kit the books in small plastic bags with ID cards and member name for distribution at first formal meeting in September. 2. Make an announcement at the meeting to ask members to hand deliver books to their friends who were unable to attend the September meeting. This will save the club a lot of dollars for postage.	1. It is important to distribute the books, name badges and other pertinent information in a very organized fashion at the check in table. Have an additional person who can help check in and check off books received. 2. Have members who take books for others, sign for the books.
Late September	1. Mail out any Yearbooks that were not distributed to or through friends of members	1. The Yearbook has all the pertinent meeting information and it is important that members receive them in September to ensure they are fully informed.
Week prior to mtg	1. Ensure that any members who joined since last meeting have a name badge. 2. Ensure check in list is created to record meeting attendance.	1. The Yearbook Chair keeps the database for the club. It is extremely important to coordinate new member data with the Chair.
Day of	1. Layout all name badges in alphabetical order. Guests should receive a "guest" badge. Presenters should receive "guest speaker" badge and those who join during the meeting should receive a "new member" badge. 2. Check in all members and guests and record number in attendance. 3. Provide membership applications to any guests who wish to join. 4. Be prepared to provide credentials (membership and guest count) to President when called upon during the business meeting. 5. Collect name badges as members and guests leave	1. Having the badges organized prior to the meeting makes set up at the monthly meeting faster and easier. 2. It is important to keep an accurate count of members and guests in attendance for our records. 3. Provide a Yearbook to new members who join at the meeting
Day After	1. Reorganize all name badges into alphabetical order.	
Yearly	1. Attend new member reception and be part of planning committee	1. Either bring name badges or provide name tags for members in attendance and for new members.
12 Mos. ahead		
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