

Job Description

**Title:** Membership Chair

**Term:** 2 Years

Elected by general membership

Has voting rights

May be re-elected

**Job Summary**

1. Send notices for membership renewal
2. Maintain list of current members with associated contact information
3. Distribute membership cards to paid members
4. Assist President with mass email communications to members as requested
5. Maintain list of current attendee, vendor, and speaker registrations for Spring Workshop and Fall Meeting
   1. Provide Board with periodic updates on number of paid attendees
   2. Provide Secretary with final list of attendees, vendors, and speakers