

Position Description

Membership Coordinator

Position Purpose/Overview:

The position of Membership Coordinator is an appointed position. This person becomes a voting member of the OCC board of directors. The Membership Coordinator role is to welcome new members and assure they have the information they need to be participating members of the club.

Duties & Responsibilities:

- Provides Membership Report at Monthly Board Meetings
- Receives new member information and sends out welcome/information emails
- Assures that the Member Name Badges and related supplies are present and set up at each meeting
- Serves as a greeter at club meetings and/or assigns a volunteer. The greeter welcomes attendees, offers club brochures, collects email addresses, and answers questions for visitors.
- Introduces visitors or new members during the announcement portion of club meetings.
- Collects membership dues at meetings and makes deposits when the treasurer is absent. Forwards this information on to the treasurer for their records.
- Interacts with photography related vendors in the community to secure benefits for our members. ie discounts
- Writes membership report for the monthly newsletter, to include the names of new members in the past month.

Procedures for Membership Coordinator

- Assure that the webmaster keeps the membership pages on the club's website updated. Including updating the dues amount each quarter.
- When a new member signs up via the website, at a meeting, or by mail, ensure the following happens.

1. Ensure the treasurer has received the same information.
 2. Enter the new member's information into the Tap Forms database
 3. Create a Membership Card for the New Member(s)
 4. Copy the data from the spreadsheet view of the database and paste into the Welcome Letter spreadsheet in Google Docs
 5. Add the newly created Membership Card to the attachment column
 6. Send out a Welcome letter via Mail Merge in Google Docs
 7. Have the Webmaster create a new account for the member on the Website
 8. Add the new member(s) to the Google and Calendar email lists
 9. Send an invite to join the OCC Member Sharing DropBox folder
 10. Create Name Badges for new members before the next in-person meeting.
- Send Acknowledgement emails to members when they renew their memberships each year.
 - Write newsletter articles in November, December and January each year reminding members that it's time to renew their memberships.
 - Send reminders to members who have not renewed by January 30 each year.
 - Prepare a list of non-renewed members for the February and March board meetings.
 - Send a final notice 3rd week of February to non-renewed members, reminding that they will be dropped from our rolls after the March board meeting.
 - Delete non-renewed members after the March board meeting.