



# Skiwi Ski & Social Club

## MEMBERSHIP COMMITTEE JOB DESCRIPTION

### RESPONSIBILITIES

1. Attend general meeting and perform these tasks
  - a. Sign up new members by having them complete a Membership Application/Update form.
  - b. Renew existing memberships. Update the membership database with any necessary changes
  - i) Collect the applicable membership fee as stated in the Bylaws New members get the remainder of the current month free. Their membership should be set to expire a year from the following month. Example: June new membership would expire on the following July
  - c. Record all new and renewed memberships including any free membership granted on the Membership Receipt form. This is the official record of memberships granted and money collected. It is very useful for resolving questions if a member claims their expiration date in the database not correct.
  - d. Turn in the money collected to the Club Treasurer.
  
2. Attend board meetings to:
  - a. Report the number of new members, renewals, non-renewal and final membership count for the previous month. This information is currently being maintained in the file Microsoft Access file SSSC.
  - b. Report on issues related to membership, such as issuing membership comps.
  - c. Participate in making decisions necessary for running the club,
  
3. Records and Reports to be produced and maintained by the Membership Committee
  - a. Keep Application forms for current members in a binder or folder. A blank application form is kept in the file SKIWI membership application. The file is maintain in both Microsoft Word(.doc) and PDF formats. The form should also submitted to the person maintaining the club web site.
  - b. Maintain an electronic database of all the members data (name, address, phone number, email address and expiration date) Retain database information about expired members for future use possibly by transferring them to a separate database of non-renewals. The database is currently maintained as a Microsoft Access file called SSSC.accdb..
  - c. Monthly the reports listed below should be produced using the Membership database. These can be accessed using the Membership reports option of the database.

Monthly Payment	Record of payments received
Master Membership List	Listing of all Members in the database
Non Renewals	Listing of Members that have not renewed
Expiration Dates	Listing of the Members and their expiration dates
Credits detail	Listing of the members they recruited by name
Credits summary	Listing of the number of recruits for each current member

4. At the first of each month
  - a. Print and mail reminder letters to the members whose members have expired in the past month. Currently the letter is created using the Microsoft Word file ExpiredLetter.doc. This is a mail merge file using the membership database as the data source.
  - b. Update Constant Contact, the email service used by the club. New members should be added and renewals should be updated
  - c. Send emails to the new members and renewals with their expiration dates using Constant Contact.
  
5. The week of the monthly general meeting
 

Send the updated membership list to the entire Board of Directors

Email remainder letters to the members whose memberships have expired and will expire at the end of the current month.
  
6. Credit members for recruiting new members
 

When any member (sponsor) gets 3 new members to join, the sponsor receives a free one-year membership renewal. This information is obtained from the Member credit reports above.
  
7. Credit board members for membership renewal
  - a. Give a one-year free membership renewal at the beginning of each term to all board members of the previous term if approved by a vote of the incoming board.
  
8. Computing current membership count
  - a. Total membership count for each month is computed on the last day of the month.
  - b. Renewals should be separated into 3 categories
 

Early	membership has not yet expired
On Time	membership expires in the current month
Late	membership expired in a prior month (and was counted as a non renewal in that month).
  - c. Non renewals      memberships due for renewal that were not renewed at the end of the month.
  - d. Membership total – Previous month total + New members + Late renewals less Non renewals.