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MEMBERSHIP COMMITTEE JOB DESCRIPTION

- 1) Attend general meetings and perform these tasks:
 - a) Sign up new members by having them complete a New Member Application. If the Skiport mailing list is maintained by another committee then have the person fill out a Newsletter Address form.
 - b) Renew existing memberships. Get any name/address/phone number changes and update the original application form and mailing list database with this information.
 - c) Collect applicable membership fee as stated in the Bylaws. If the renewal rate is paid then extend the membership expiration date from the previous expiration date. If a renewal is made many months after the membership expiration date, the person should be encouraged to pay the new member rate to get a full membership year.
 - d) Issue membership cards indicating name and expiration date. New memberships get the remainder of the current month free. They should be set to expire a year from the following month. Example: March '95, new membership expires in April '96. If a non-member trip participant decides to join the club and applies the \$20 non-MDSC member trip fee towards membership, that person's membership expiration date is one year from the date of the trip. Example: January '95 ski trip new membership expires in January '96. This is because the new member has already received a benefit of membership.
 - e) Give all money collected and the white copy of the membership record form to the club treasurer.
- 2) Keep accurate membership records.
 - a) Keep all New Membership Application forms for current members in a binder and make corrections as needed for address changes, etc.
 - b) Maintain an electronic database of all member's names, addresses, and membership expiration dates. Maintain a similar database of Alumni members. Retain database information about expired members for future use possibly by transferring them to a separate database

- e) Print list of members whose birthday is during the same month of each Skiwiport issue and deliver to the Skiwiport editors by their publication deadline (typically the first Monday following the general meeting).
 - f) Each month, give a list of new members who joined the club to the Skiwiport editors by their publication deadline.
- 3) Attend board meetings to:
- a) Report the number of new members, renewals, and non-renewals during the previous month.
 - b) Report on membership contests or any other issues related to membership.
 - c) Participate in making decisions necessary for running the club.
- 4) Attend summer Membership Drive picnic and any other activities specifically dedicated to increasing membership.
- a) Perform all tasks as for the general meetings.
- 5) Keep records of new member's sponsors.
- a) If any member (sponsor) gets 3 new members to sign up within one year the sponsor receives a free one year membership renewal.
- 6) Credit board members for one year membership renewal.
- a) Give a one year free membership renewal, at the beginning of each new board term, to all board members of the previous term if approved by a vote of the incoming board.
 - b) Prorate a partial year free membership to any board members of the previous term who did not serve the entire term.
- 7) Computing current membership count.
- a) Membership 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 current month.
 - Late -> membership expired in previous month (and was counted as a non renewal in that month).
- Non renewals = Total who needed to renew - On time renewals.
Membership total = Previous month total + New members + Late renewals - Non renewals.