

ILLINOIS STATE CLUB OF SUN CITY WEST  
MEMBERSHIP CHAIR JOB DESCRIPTION

1. Membership Chair is responsible for retaining records on a Microsoft Excel spread sheet and indicate receiving all new and renewal monies.
2. Membership monies will be recorded on a cash transmittal form and given to the Treasurer for deposit into the Club's bank account.
3. Annual membership dues will cover January one (1) of current year to December 31 of the current year.
4. New members joining during October, November or December will be included in the current year membership. (These new members will be required to pay the next year's dues in or before January (1) of the following year.)
5. The Membership Chair shall maintain these records and email copies to all Club Board members prior to monthly Board meetings & report at Board meetings.
6. The Membership Chair shall order all new club member name badges from an engraving company.
7. The Membership Chair shall have those badges available at every event and distribute to new members. If not available, the President shall distribute and provide the Membership Chair with the updated information.
8. The Membership Chair shall receive all event flyers from the Vice President/Breakfasts, the Excursion Chair and the Social Committee.
9. The Membership Chair shall email flyer to all Club members as directed by the Vice President/Breakfasts, the Excursion Chair and the Social Committee.

March 14, 2019