

DIRECTOR of MEMBERSHIP

Proficiency Required: Natural friendliness and the ability to remember names. and faces are added benefits to this position. Proficient using email, a word processing program, Excel (or equivalent spreadsheet program), and able to transfer documents to pdf format. Can back-up files to a flash drive.

SPECIFIC DUTIES

- Maintain and update the society's database of members who have paid their dues for the operating year.
- Coordinate Meeting Control (sign in). A committee lead can be appointed.
- [OPTIONAL] Coordinate the "New Member" program. A committee lead can be appointed.
- [OPTIONAL] Coordinate the "Ambassador" program. A committee lead can be appointed.
- Monthly reports to the board should include items such as.
 - Numbers of new members.
 - Summary of attendance of members and guests at general meetings.

Badges

- Maintain and store an adequate supply of name labels, guest adhesive name tags, member and guest sign-in sheets, and membership forms.
- Ensure each society member has a SAGS badge and lanyard.
- Each society member is expected to maintain their badge and wear it to each meeting. If forgotten, the member must wear a guest tag. If badges are lost, there is a \$5.00 charge to replace the badge and lanyard.
- Print new badges for incoming and outgoing board members – showing their titles.
- Print badges for new society members, so they will have badges the next time they attend a meeting.

Reception Table

- Operate a reception table at the meeting entrance for all society meetings. The reception table must be large enough to hold sign-in sheets, badges, membership forms, business cards, and other materials to promote the Society.

- Arrive 45 to 60 minutes before the meeting time to set up the reception table.
- During the busiest times of the operating year, it is recommended to have several volunteers working at the reception table to assist with greeting people and ensure members and guests sign in.
- Direct members that want to pay their dues to the Treasurer's table.

[OPTIONAL] Identification of New Members

- Identify "New" members.
 - A "new member" is a person who is new to the SAGS/Southern Arizona Genealogy Society or has not belonged to the Society for over two years. Just skipping a year or two of paying dues does not qualify someone as a "new" member, although they should receive a hearty welcome back and thank you for rejoining the Society.
 - An Email the "new member" a welcome letter that has been signed by the Director of Membership, President, and Vice President.
 - A welcome letter will automatically be sent to each new and renewed member by IT.

Coordination with Webmaster

- Anyone who has not paid their dues to the Society by the December meeting is removed from the membership list and loses Society privileges. This is an automatic function triggered and reviewed by the Webmaster.

Record Keeping

- Keep attendance records – the number of member attendees, the number of guests, and the total number of attendees - for the October to May meetings. This action involves registering and tallying the number of sign-ins both in person and on zoom.
 - Prepare a report providing attendance numbers at the previous general meeting (members, new members, and guests) and any other topics which may apply to the Board of Directors.
 - Maintaining an annual monthly report of attendance is important to planning the room set-up and planning society facilities.
- Preserve membership lists from past years, badge template, membership attendance, and all records and forms relating to membership. Back-up files should be maintained on a flash drive to be given to the next Membership Director.