

## **Membership Coordinator**

### **Role:**

Maintain the annual membership lists and: Prepare volunteer lists and other lists as required for distribution to the Executive members.

### **Responsibilities:**

1. Issue Association memberships upon receipt of fees.
2. Maintain up-to-date lists of members to ensure that all participants have a valid membership.
3. Prepare volunteer lists and other lists as required for distribution to the Executive members.
4. Actively recruit volunteers and maintain current list.

### **Time Commitment:** Light

- Term of office is two years.
- Monthly Executive meetings typically 8-10 per year, 1-2 hours each

### **Skills Preferred:**

Organization

Diplomacy