

MEMBERSHIP CHAIRMAN
Job Description
2015-2016

Maintains and updates information on new and existing HSC members. Handles new members enrollment paperwork. Works with Soundside Club to ensure accurate billings. Responsible for yearly Membership Roster. Greets new members. Introduces new members and guests at Luncheons. Attends all Board Meetings and functions. Reviews and understands the HSC Constitution, By-Laws and Operating Policies.

1. Reports to 1st Vice President.
2. Attends all Board Meetings and all other regular or special meetings of the HSC.
3. Arrives early on the day of each function to set up sign-in sheets for newcomers, guests, and new members.
4. At monthly functions announces and welcomes any guests; welcomes newcomers/new members and presents them with a gift. If a Distinguished Visitor attends a luncheon, they will need to be appropriately introduced and welcomed.
5. Keeps an accurate alphabetical file of all members. Cross-references HSC list with list received from Soundside Club each month to ensure accuracy. Provides this file to the members of the Executive Board monthly, either via e-mail or via protected shared document (such as Google Docs).
6. Updates files continually. Periodically announces at the General Membership functions that if anyone has any corrections to make, please contact Membership Chair. It is helpful to have a hard copy printed and available at all General Membership functions located at the membership table for the members to check and make correction on it at that time.
7. Submits all dues collected to Administrative Treasurer.
8. Supervises printing and distribution of yearly roster (due to membership in October). Gets artwork for the cover or secures a computer generated design.
9. Receives a copy of *The Sound* newsletter publication from the Publicity Chairman and distributes to membership and prospective members through hscthesound@gmail.com e-mail address. Mails copies of *The Sound* that need to be sent by postal mail.
10. Provides information to ensure that only members in good standing are given baby gifts, play Bingo, engage in Special Activities and vote on motions.
11. Bills Associate Members in May for the next year. Mails them a renewal letter. The associate member pays the whole year in full from June to May, based on the current monthly rate of dues.
12. Mails invitations to Honorary Members and Distinguished Guests to any special function to which they might be invited. Coordinates with the Secretary on this.
13. Ensures the club cashier has an ample supply of HSC Membership Forms and HSC Resignation Forms. Responsible for replenishing the supply, to include printing. Associate Members who wish to belong to the HSC but not the Club must contact Membership and be billed accordingly.
14. Purchases newcomer gifts.

15. Delivers or mails baby gift to members with new babies.
16. Selects a Co-Chairman to assist in duties and serve as a proxy Board Member.
17. Submits a monthly written report via e-mail to the Secretary by 12:00 noon on Friday before the Board Meeting. If report is not submitted by e-mail before meeting, please bring copies to the meeting for all Board Members. Report should include the following information: New members, deleted members, and total number of members to include a breakdown of categories. These categories are: regular members, associate members (retired), associate member (active duty), associate members (retired, club members), and honorary members. A breakdown of these can be retrieved from the mailing list program. The report also lists all expenses for the month.
18. Contacts the 1st Vice President by 5 PM Monday before the Board Meeting with items you wish to place on the Agenda.
19. Informs the Publicity Chairman, by the 20th of each month, of any information to be included in *The Sound* newsletter or on the website.
20. If any expenditure is incurred, Membership Chairman submits receipts and a reimbursement request form to the appropriate Treasurer. Receipts must be submitted within 1 month of purchase for reimbursement to be made by HSC.
21. Submits the estimated expenditures for the current year (revised budget) and estimated expenditures for next year's budget in January to the appropriate Treasurer before the Budget Review Meeting.
22. For historical data and continuity of information, Membership Chairman also submits a separate "After Action Report" to the President, 1st Vice President, and Honorary Presidents detailing information corresponding to any special activities/duties (i.e. any special information that would make future projects easier).
23. Reviews and revises job description. Submits revised job description to the Parliamentarian by the December Board Meeting.
24. Keeps an accurate notebook with current and past Board year records. A Board year begins in June and ends the following May.
 - a. The Active Board Notebook holds the following information for the current Board year's activities and duties: HSC Mission Statement, HSC Organization chart, Board Report Preparation, Board/Luncheon Dates, HSC Board Roster, Job Description, Monthly Calendar of Duties, monthly Board reports/agendas/minutes, Parliamentarian Procedures, Blank Motion Sheets, Constitution, By-Laws, and Operating Procedures.
 - b. The Board Historical Notebook holds the following information for the past years' activities and duties: Minutes (three previous years), Board Reports (three previous years for your position), After Action Reports (three previous years), Budgets (three previous years), Historical data pertinent to your position (i.e. samples of contracts, comparisons with previous years, attendance data for an event).
25. Contacts the chairman filling the job for next year's Board. Sets up a time to meet before the May Board Meeting. Explains the procedures of the job thoroughly and turn over all books and paperwork. Attends May's combined Board Meeting where both incoming and

outgoing Board Members are present. President may request incoming/outgoing chairpersons to meet in small groups during May Board Meeting.

26. Thank you for volunteering and have a great year!

(Revised 02/16)

Membership/Hospitality Monthly Calendar

June

- Print and mail Membership Renewal Forms. Use May roster for addresses and any other requested addresses by interested parties.

July

- As Membership Forms are received, please update roster accordingly.

August

- Prepare Board Report of progress over the months of June and July.
- Make sure to include all new/resigned/deleted members.
- Include any expenditure incurred the past month and submit reimbursement form to Administrative Treasurer.
- Submit deposits for memberships to Administrative Treasurer on Deposit Form.
- Prepare for August kick off luncheon/function. The following materials are needed each month at the luncheons/functions: Membership Forms, Welcome Gifts for dispersement, Pens, Clipboards, Pamphlets if available, Introduction Sheet, and Membership Directory.
- Nametags will need to be printed for all members and guests attending each luncheon/function. A list of attendees can be obtained from the Reservation Chair 2-3 days before the scheduled event.
- Prepare and dispense baby gifts as needed.
- A list of new Honorary Commanders will be published at the end of this month by Public Affairs. Obtain a copy of this list and mail them invitations to the September Luncheon (about 10 people).
- Talk to the cashier at Soundside to ensure he/she has plenty of Membership Forms and Resignation Forms.

September

- Prepare Board Report for past month's progress.
- Make sure to include all new/resigned/deleted members.
- Include any expenditure incurred the past month and submit reimbursement form to Administrative Treasurer.
- Submit deposits for memberships to Administrative Treasurer on Deposit Form.
- Prepare and dispense baby gifts as needed.
- Prepare materials for luncheon.
- Prepare Membership Directory for print/email. This will be the last month for newcomers to be put in the Directory.
- At the end of this month, update the roster. Delete any member who has not paid their dues for the current year.

October

- Prepare Board Report for the past month's progress.
- Make sure to include all new/resigned/deleted members.

- Include any expenditure incurred the past month and submit reimbursement form to Administrative Treasurer.
- Submit deposits for memberships to Administrative Treasurer on Deposit Form.
- Prepare and dispense baby gifts as needed.
- Membership Directory should be printed and distributed as soon as possible this month and definitely by the end of the month.

November

- Prepare Board Report for the past month's progress.
- Make sure to include all new/resigned/deleted members.
- Include any expenditure incurred the past month and submit reimbursement form to Administrative Treasurer.
- Submit deposits for memberships to Administrative Treasurer on Deposit Form.
- Prepare and dispense baby gifts as needed.

December

- Prepare Board Report for the past month's progress.
- Make sure to include all new/resigned/deleted members.
- Include any expenditure incurred the past month and submit reimbursement form to Administrative Treasurer.
- Submit deposits for memberships to Administrative Treasurer on Deposit Form.
- Prepare and dispense baby gifts as needed.
- Submit reviewed Job Description to the Parliamentarian.

January

- Prepare Board Report for the past month's progress.
- Make sure to include all new/resigned/deleted members.
- Include any expenditure incurred the past month and submit reimbursement form to Administrative Treasurer.
- Submit deposits for memberships to Administrative Treasurer on Deposit Form.
- Prepare and dispense baby gifts as needed.
- A budget will be reviewed this month for the Administrative Board. Inspect supplies and ensure the next year's budgeted amount for your position is adequate.

February

- Prepare Board Report for the past month's progress.
- Make sure to include all new/resigned/deleted members.
- Include any expenditure incurred the past month and submit reimbursement form to Administrative Treasurer.
- Submit deposits for memberships to Administrative Treasurer on Deposit Form.
- Prepare and dispense baby gifts as needed.

March

- Prepare Board Report for the past month's progress.
- Make sure to include all new/resigned/deleted members.
- Include any expenditure incurred the past month and submit reimbursement form to Administrative Treasurer.
- Submit deposits for memberships to Administrative Treasurer on Deposit Form.
- Prepare and dispense baby gifts as needed.
- Begin working on changes or adjustments to the monthly calendar.

April

- Prepare Board Report for the past month's progress.
- Make sure to include all new/resigned/deleted members.
- Include any expenditure incurred the past month and submit reimbursement form to Administrative Treasurer.
- Submit deposits for memberships to Administrative Treasurer on Deposit Form.
- Prepare and dispense baby gifts as needed.
- Prepare notebook for transfer to new Membership/Hospitality Chair for the next year. The new Membership/Hospitality Chair will be attending the May Board Meeting with the current Membership/Hospitality Chair.

May

- Prepare Board Report for the past month's progress.
- Make sure to include all new/resigned/deleted members.
- Include any expenditure incurred the past month and submit reimbursement form to Administrative Treasurer.
- Submit deposits for memberships to Administrative Treasurer on Deposit Form.
- Prepare and dispense baby gifts as needed.
- Prepare handover to incoming Membership/Hospitality Chair

(Revised 02/16)