

GBW Membership Chair job description 2013

Summary: The Membership chair shall maintain the membership records and official correspondence related to the membership records. Their regular duties include:

- adding new and renewed members to the directory , including adding chapter memberships
- removing lapsed members from the directory
- adding change of address information to the directory
- adding and removing officer information to the directory after elections
- sending out renewal notices each month electronically (hard copy for those who have no email or request hard copy)
- posting a list of active members to the communications chair each month
- supplying the newsletter editor and journal editor with a current mailing list including advertisers
- supplying the exhibits chair with address information as needed
- keeping chapter chairs informed about their active member list electronically
- compiling a membership directory once a year to be made available electronically
- selling the membership list to Guild Advertisers at their discretion
- keeping financial records as needed to report to the treasurer and membership

Official Policies and Standing Rules related to the Membership Chair

- **The lifetime achievement award is a membership category providing free GBW membership for life**
- **After elections executive member titles shall be added or removed from the directory as needed.**
- **Annual Reports shall be sent July 1 to the GBW Secretary**
- **The mailing list shall be sold only at the discretion of the Membership Chair, and reported as revenue.**
- **As of 2013, the Membership chair receives a stipend.**
- **As of 2013 those attending executive meetings before the Standards seminar receive stipend to offset the cost.**

- **Student members must show proof of student status to join at the member rate. The student rate will apply for no more than three years.**
- **A family membership includes one mailing and two listings in the directory. Each member must pay the registration fee related to an event.**
- **Institutional members may only have one person at the institution receiving membership benefits.**
- **Guild membership is for one year upon receipt of dues.**
- **Members receive six newsletters and any other publications completed that year. Access to a membership directory is included, with members active as of September 1 of that year included in the directory.**
- **Renewals are sent out electronically or by hardcopy one month before the end of the membership cycle.**
- **The date membership ends will be printed on each address label.**
- **Payment of more than one year at a time will be discouraged due to complicated budget problems.**
- **Membership changes will be printed in the newsletter at the discretion of the membership chair.**

Notes:

Generally each joining and renewing member receives a letter from the membership chair informing them of the address for them that has been placed in the directory, and all membership benefits. This gives members a chance to make sure address information has been entered correctly into the directory.

The membership chair receives extra newsletters to mail out to new members at their discretion.

The membership chair makes sure advertisers and organizations on our exchange list receive newsletters and journals.

The secretary will work with the membership chair to make sure returned mail troubles are sorted out, and institutional memberships paid for by subscription services are handled in a timely fashion.

The communications chair will work with the membership chair to make sure the website is functioning properly as regards to the membership functions.