

## **Executive Board Descriptions**

### **Third Vice President – Membership Chair**

**The Third Vice President shall act as Membership Chair.** She shall appoint Ambassadors to help her.

**The Membership Chair shall attend Monthly General , Board, and the Executive Board Meetings.**

- If you can not attend one of the Board or Executive Board meetings send a report to the President.
- If you can not attend one of the General Monthly Meetings arrange for an Ambassador or one of the Executive Board Members to have the necessary sign-in sheets.

**The Membership Chair shall be in charge of the WCOF membership list:**

- Make sure all information is correct and revise as necessary
- Add new members as they join, order badge and pin for them
- Send an updated membership list to the Executive Board and any other member who is in need of this information
- Send any new member information and/or any member contact information changes to:
  - o The Newsletter Editor - to add to newsletter distribution
  - o Send Out Card Chair – to send welcome to new member, birthday and any other cards when needed
  - o Social Media Chair – to add to Member Only Facebook page

**The Membership Chair shall receive all new member applications:**

- At General Monthly Meetings, events, online applications, and those sent by mail
- Note type of payment (cash, check, credit card) on application
- Make sure the Treasurer receives all payments and member information in a timely manner
- Work closely with the Treasurer to establish a system of checks and balances so that all payments and members are accounted for
- Order new member badge, and pins

**The Membership Chair shall report to the Orange District all new and renewing members :**

- Starting in January announce to current members it is time to renew with deadline March 31<sup>st</sup>
- It is important to work closely with the Treasurer to keep track of renewals and new members that join especially during this time
- Starting April 1<sup>st</sup> have Executive Board Members help you personally contact those who have not renewed in order to sustain membership
- Orange District Data Form is due April 30<sup>th</sup> along with CFW, Orange District, GFWC dues
- As of May 1<sup>st</sup> those who have not renewed will be dropped from WCOF membership
- All new members from May 1<sup>st</sup> through December 31<sup>st</sup> shall be reported to the Orange District on a monthly basis along with all the appropriate dues

**The Membership Chair/Ambassadors are in charge of the following at General Monthly Meetings:**

- **Sign-in table** - current member and guest sign-in sheets, name tags, applications, pens on table
  - o Welcome everyone and have them sign-in and fill out name tag
  - o Introduce new members to others
  - o Hand out current WCOF Yearbook to those who have not received it
- Present new members to WCOF and give them name badge, pin, and current yearbook
- End of meeting sign-in for those that did not, make sure all guests signed in, tally and give total number in attendance to the Secretary to note on meeting minutes
- End of meeting check with guests and give them application

**As an Executive Board Member you are part of the Budget** Committee to establish a budget for the year. The budget needs to be prepared and a vote taken before the Leadership Orientation in June. The budget will then be presented at the first General Meeting of the club year.