

Jardineros de Placitas

Job Description - MEMBERSHIP CHAIR

BYLAWS REFERENCES:

Article III

Sec. 1: Membership in the Club is open to any resident of the Placitas community. Members who move away from the Placitas area may retain their membership. Membership may continue as long as current dues are paid.

Sec. 5: A new member who joins the Club from January 1 through June 30 shall pay the full amount of the annual dues. A new member who joins the Club from July 1 through October 31 shall pay one-half the amount of the annual dues. A new member who joins in November or December shall pay only for the following year and shall immediately become a member with full privileges.

Article IV

Sec. 5: Nonmembers may attend only two meetings annually as guests.

Article VII

Sec. 1: The officers, the immediate Past-President, and the chairs of standing committees shall constitute the Board of Directors.

Sec. 2: The Board of Directors shall supervise the affairs of the Club between its regular meetings and shall implement such policies and actions as directed by the membership. It shall make recommendations to the membership, and perform such other duties as specified in the Bylaws of the Club.

Sec. 4: Meetings of the Board of Directors may be called at the discretion of the President or upon written request to the President by three members of the Board.

Article IX

Sec. 1: There shall be the following Standing Committees: Benevolence, Community Service, Constitution and Bylaws, History, Refreshments, Membership, Nominating, Program, Website, and Yearbook.

Sec. 7: The Membership Committee shall maintain an accurate record of all members, submit information on new members to appropriate officers and chairs of interest groups and committees, introduce new members and guests to the Club and provide them with Club information, and create, update, and maintain forms relating to membership.

STANDING POLICY REFERENCES:

9. The membership list is confidential and may not be circulated for commercial purposes.

GENERAL DUTIES:

A. The Membership Chair calls meetings of the Membership Committee as necessary and arranges for the performance of the following duties:

- 1) Maintaining accurate membership records.
- 2) Collecting dues from new members and giving them to the Treasurer.
- 3) Whenever a new member joins, advising the following persons of the member's name, address, phone, birthday (if given) and email address: President, Treasurer, Webmaster, Chairs of interest groups and committees the new member has indicated an interest in, Yearbook Chair
- 4) Welcome each new member by Contacting his/her New Member Sponsor, if applicable; Providing a copy of the current Yearbook
- 5) Holding New Member Teas
- 6) Serving as greeters for the Club meetings
- 7) Providing the Club membership with monthly updates of the membership section of the Yearbook
- 8) Making member name tags
- 9) Maintaining attendance records
- 10) Updating membership application and other forms as needed

B. The chair attends all Jardineros board meetings and performs such duties as are assigned by the Board or the President

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