

## **MEMBERSHIP COORDINATOR**

### **Job Summary**

Maintain an accurate and current roster database of club members. Submit monthly membership reports at club meetings. Oversee the notification and payment of annual dues from members.

### **Primary Duties and Responsibilities**

1. Receive paper or online email membership applications and enter new club members into the roster database.
2. Send a welcome email to each new club member with a cc: to the club Groups.io administrator to offer service subscription to the new member. (sample attached)
3. Submit membership reports at each monthly club meeting detailing the number and type of club members currently on the roster.
4. Receive changes from members to their personal information and update the roster in a timely manner.
5. Coordinate with the club treasurer to update the database when members have paid their annual dues.
6. Begin reminding club membership starting in December of each year that annual dues are due on January 1<sup>st</sup> and considered past due on March 1<sup>st</sup>.
7. On February 1<sup>st</sup> prepare an email list of all club members who have not paid their dues, and send a reminder email to them.
8. Purge the database on March 1<sup>st</sup> of all members whose annual dues have not been paid by marking them as "resigned" in the database.
9. Coordinate with the club secretary when club members become a Silent Key and mark them as "deceased" in the database.
10. Scans the membership roster in September of each year to identify members that may be eligible for LIFE MEMBERSHIP in TARC and submit candidate names to the Board of Directors for consideration. (policy attached)

### **Estimated time at task.**

Daily	NA
Weekly	< 1 hour
Monthly	< 1 hour to prepare monthly membership report for club meeting.

### **Preferred qualifications if any**

Computer literate and familiarity with spreadsheet and database applications

### **Required Skill Level if any**

None

### **Working Conditions**

Indoor, office environment

## **Life Membership Guidelines**

Suggested formula for consideration for life membership in TARC.

Magic numbers:

Age 90 and over, magic # = 100

Age 80 to 90, magic # = 105

Magic number = Age + years of TARC membership plus 2 bonus points for each year of office held.

So:

A person reaching age 90 who has been a member for 10 years qualifies.

A person age 80 who has been a member for 15 years, and held office for five years qualifies.

A person age 85 who has been a member for 20 years would qualify, and so on.

Below age 80, special circumstances in accordance with the bylaws prevails, including special financial support.

k3sy 2/11/21

## Sample Welcome Email to New Member

Subject: TARC – New Member Welcome

Greetings:

Thank you for your membership application. Your membership will become effective on the date we receive your first annual dues payment. Our many club events and activities are listed on our website. You will soon receive an invitation to subscribe to our Groups.io message board. Please accept this invitation. The club uses this Groups.io service to keep in touch with the membership and for members to communicate among themselves.

You have also been subscribed to our club mail list that is used to distribute our monthly newsletter, "The Communicator". Current and past issues of this newsletter are available on our website for you to review or download.

The club meets monthly (except July and August) at 7 pm on the 2nd Wednesday of each month at the Presbyterian Church on Venice island. Information about the meetings and directions to the location are published on our website. Many of us also gather for breakfast several days a week: Perkins in Venice on Fridays at 9 am and Peach's in Venice on Tuesdays at 6 am. Our website has details about these gatherings as well.

Welcome to the Tamiami Amateur Radio Club! We look forward to your active participation in club activities.

73....Paul

**Paul Nienaber**

**KN4BAR**

Membership Coordinator

Tamiami Amateur Radio Club, <https://tamiamiarc.org>