

MNC-PAUMCS JOB DESCRIPTION

MEMBERSHIP SECRETARY

The membership secretary shall:

- be a member of the Executive Committee;
- maintain up-to-date membership records;
- receive applications for, and renewals of, membership and membership dues; transfer dues to the treasurer; (Our fiscal year runs from November 1 – October 31.);
- send a letter to non-renewals at the end of December (or before) stating she is ready to get the Membership Directory out to the members;
- prepare and distribute a membership directory and a confirmation of membership, to be sent to each member no later than February 1, if possible. (*Reason for this date – some churches do not work on a fiscal year, so dues come in after the first of the year*). This directory should be maintained electronically so that it can be transferred from one membership secretary to another;
- send members any additions and/or corrections to the membership directory;
- prepare information for Spring/Summer newsletter (article: you can join for ½ price last 6 months of fiscal year – include Membership Enrollment/Renewal/Update form.);
- prepare information (article and Membership Enrollment/Renewal/update form) for membership drive to be distributed with the Fall newsletter;
- attend, and be prepared to give a membership report at each Executive Committee meetings;
- make written and verbal reports of membership at the Annual Meeting and at the business meeting of the Retreat;
- be an ex-officio member of the Nominating Committee, and provide a current list of paid members to consider for open positions.

The Membership Directory, Confirmation and Enrollment/Renewal/Update form is currently maintained on *Microsoft Publisher*.