



LOS JARDINEROS

Garden Club of Taos

Job Description

Membership Services Committee

Short Description: The Membership Services Committee will be responsible for membership renewals, new member receptions, meeting hospitality, the Membership Directory, the local discount program and the upkeep of the membership database in the Wild Apricot membership management application.

Estimated # of members: Three members, in addition to the Membership Services Director.

Estimated Time per member: During the months of January to March the average time may be as much as five hours per month. After March the average should be no more than 2 hours per month. The Director would also need to attend a board meeting for 2 hours each month.

Committee Duties:

- Setup the membership reminder emails and settings in the Wild Apricot software so that members will be reminded to renew memberships for the new year.
- In January, determine which current members will turn 80 by June and upgrade their membership to an Honorary Lifetime in the membership database.
- View new memberships in Dropbox. Enter any new memberships received in the mail or at meetings into the membership database. New members will receive an automatically generated welcome email.
- Check the membership software before each meeting and make name badges and membership cards for any new members (online and manually entered). Put them in the name badge box.
- The committee will solicit member volunteers to bring refreshments to each meeting. Signup sheets at the February meeting is usually sufficient to obtain sufficient volunteers for the year. The Board of Directors will bring the refreshments for the February meeting. Reminder calls or emails should be sent to each month's volunteers.
- Contact last year's discount providers to ensure their discount will continue in the next year. Contact any new discount prospects.
- Prepare a membership card for each member in March. Include list of discounts on the back.
- Plan a new member reception for all new members joining since last August in March. Have the Board of Directors and committee members bring food and have refreshments. Have Directors talk about their area of responsibility. Ensure each new member is welcomed.
- Prepare the Member Directory no later than May for distribution at the June meeting using the WORD "Directory" template and an Excel export of all current members from the membership database. Have the directories printed at Copy Queen. Give the invoice to the Treasurer for payment.

- At each meeting:
 - One member needs to arrive 45 minutes early to set out the name badges, blank membership forms and welcome members as they arrive.
 - Make temporary name badges for any visitors or new members.
 - During the business portion of the meeting, thank those members who brought the refreshments.
 - Collect all the badges at the end of the meeting and place them in the name badge box.
 - Give any new membership forms and checks to the Treasurer.