

JOB DESCRIPTION

Job Area:	BEC SUPPORT
Job Name:	Membership
Duration (Yrs):	3 years
Required Time:	1 Hour per week
Skills:	Computer, Spreadsheet, WORD documents
Date posted:	10/16/13
Posted by:	Otto Giuliani

Detail Description:

1. Maintain records of active, in-active and past members of the club. Just a note that I have digitized all records and gave the original paper documents to the Jim Schneider our club historian.
2. Issue all applications for persons seeking membership in our club. Part of that duty is to insure that the applicant meets our eligibility requirements, then present application to the BEC for action.
3. Correspond with all applicants before and after induction.
4. Obtain name badge for new members.
5. Maintain an up to date club roster. I issue a new one every month to the board and committee chairs.
6. Complete Form 27 and forward it to the Big SIR for his review and forwarding to the State officials.
7. Correspond with members as required regarding membership matters.