



SIR – Social Activities for Men

The Mission of SIR is to enrich the lives of our members through fun activities and events while making friends for life

Chapter# 172, Twain Harte
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MEMBERSHIP CHAIRMAN POSITION DESCRIPTION

Prepared by: Paul Halek

Prepared Date: June 15, 2026

Position Name: **Membership Chairman**
Duration (years): **3 years**
Required Time (monthly): **2-4 hours**
Skills: **Excel, Spreadsheets**

Responsibilities:

- Maintain monthly Excel Membership Roster
- Reports membership data to BEC monthly
- Processes New Member Applications
- Orders New Member Badges (currently from Clint's Trophy)
- Notify BEC, in January, of all members reaching 90, 95 and 100 years of age
- Oversees Annual Dues Process

MEMBERSHIP ROSTER Worksheets

- Roster with details from application
- Military service details
- Former members
- Badge Numbers (open, closed to total 180)
- BEC and Activity chair service

New Member Applications

- Call prospective member introducing him to branch, confirm application details (email)
- Assign badge number, email PDF application to BEC requesting immediate vote
- Send "Welcome to SIR Twain Harte Branch# 172" email to member, copy BEC
- Sends application and vote tally sheet to Webmaster for website and Gmail inclusion

Dues Processing

- After December BEC confirms annual dues amount, have an all-member email sent
- Email states Dues collection at Jan & Feb lunches, after which unpaid members will be contacted
- After Feb lunch, have BEC members call unpaid members to determine their intentions
- Ensure callers record responses and complete calls by the third week of February
- Send, via USPS Registered Mail (to obtain members receipt signature) to all members who are considered delinquent providing them with a deadline date to respond or they will be removed from our branch roster
- Send, via Standard USPS Mail, notices of termination
- Update Roster advising Webmaster who will ensure branch Gmail is accurate