

Membership Directory Editor Responsibilities

Part One

As the appointed editor of the Northern California Airstream Club's Membership Directory you are expected to

- Be on the distribution list from Headquarters to receive dues receipts for new & renewing members
- Generate a document that lists membership and other pertinent information.
- Update the document when changes occur.
- Arrange for the distribution of the document.

The information above is from the Bylaws of the Northern California Airstream Club. Other documents provide more detail.

In addition to the items in Part One, you are expected to include in the Membership Directory

- A cover page with a photo, the Northern California Airstream Club logo, and date.
- A message and photo from the President and Significant Other.
- A listing of the past presidents and significant others.
- A roster of the current Executive Board.
- Web addresses for NorCal, Region 12, and WBAC.
- A page of **In Memoriam**: names of current or past members who have passed away.
- A list of Committee Chairs.
- A list of "Suggested Resources for NorCal Airstream Owners".
- An alphabetical listing of NorCal and Affiliate members. Each entry includes the type of membership, the Airstream number, mailing address, home and cell numbers, e-mail addresses, date joined and a member supplied photo.
- A numerical listing of NorCal members and affiliates.
- Current editions of the Constitution and Bylaws.

In addition to the above, you are expected to

- Update and distribute the membership directory electronically to all NorCal and Affiliate members no fewer than three times per calendar year.
- Suggest improvements of this document to the Constitution and Bylaws Chair.

Revised November, 2023