

Membership Chair Responsibilities

Part One

As the appointed Membership Chair, you are expected to

- Be on the distribution list from Headquarters to receive dues receipts for new and renewing members.
- Chair the Membership Committee with the Treasurer, the Directory Chair, and others as needed.
- Keep track of and report current number of Club and Affiliate memberships to the Executive Board.
- Welcome new members and give an orientation to NorCal and its culture.
- Maintain a list of birthday and anniversary dates and share with the newsletter editor.
- Encourage members to renew their membership.
- Maintain a supply of badges and provides them as needed.

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

Part Two

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

- Maintain a list of member and affiliate names.
- Respond to and process new affiliate members.
- Share with the newsletter editor the current number of Club and Affiliate memberships as well as contact information for new members and any changes in member information.
- Shares contact information of new rally attendees with members of the Welcoming Committee a few weeks before the rally..
- See that members receive NorCal membership badges with green ribbons attached at their first rally.
- Coordinate the welcome/induction of new members at rallies.
- Prepare badges for incoming officers.
- Suggest improvements of this document to the Constitution and Bylaws Chair.

Revised November, 2023