

# **MGANM Membership Chair**

## Job Description

### **Job Summary:**

Works to engage members. Uses membership records, invites past/lapsed members to stay involved, recruits new members at meetings and MG training sessions.

### **Job Duties:**

1. Coordinates with the MGANM Treasurer and Secretary to maintain the membership list.
2. Greets attendees at membership meetings. Keeps a roster of attendees including members and visitors.
3. Responds to annual memberships. Sends emails or notes to acknowledge receipt of application and payment.
4. Recruits new members through MG Volunteering Training classes and lapsed membership.
5. Attends Board and Membership meetings and participates in association management.

Approved 3/3/16