

Peace River Sail & Power Squadron

Job Description

Department: Administrative
Job Title: Membership Chair
Reports to: Administrative Officer
Rank: Lieutenant

Purpose: The Membership Committee is responsible for interviewing all candidates for membership, whether new, transfer, or reinstatements and ensuring all reports and forms are completed to add new members to the PRSPS DB2000 roster.

Organization: The committee is led by a chairperson or co-chairpersons who report to the squadron Administrative Officer (AO). Each squadron member should be considered an active member of the Membership Committee.

Chairperson(s) Duties:

1. Interviewing candidates for membership, whether new, transfer, or reinstatements. For new members, Chair and assistants customarily interview prospects at America's Boating Course at the end of the last meeting.
2. Preparing and completing all forms required for membership, and securing the proper signatures.
3. Notifying all candidates being accepted for membership, after approval by the Executive Committee, and ordering name tags (badges).
4. Notification of committee chairs and instructors of the new members interest in and volunteering for membership on squadron committees, as well as their interest in enrolling in specific courses.
5. Working in close relationship with Squadron Treasurer and Secretary in processing applications, fees and dues, to ensure that new members are promptly added to rolls and mailing & email lists.
6. Maintaining records and copies of all correspondence concerning new members, and, keeping the Member Involvement Chair informed of the new members and their volunteer interests and/or past work experience.
7. Submitting any required reports to District and National Membership Committees.

8. Assist Chair of Member Involvement Committee in preparing and updating New Member Handbook. Maintain and update materials in the interviewer's packet.
9. Publish "Welcome Aboard" report and "Roster Additions" chart re new members in each appropriate Pilot issue.
10. The Chair or Chair's designee should establish personal relationship with all new members through telephone calls and/or email. This process begins with the official notification of acceptance described above by letter, and includes an invitation letter to the next monthly dinner meeting.
11. The Membership Chair works in close coordination with the Chair of the Member Involvement Committee to ensure new members are actively recruited for Squadron activities and events.
12. Send an email report at the end of each month to Administration Officer of activities of the Committee.
13. Keep track of hours worked by members for Merit Marks and turn in MM's in a timely manner to ExO. Due in October.
14. The chair will appoint one member of his committee as an assistant and mentor them, so they would be able to fill in if the chair is absent or ill. Records and reports should be maintained for use in the chairman's absence and for his successor

Revised: Oct 2016