



JOB DESCRIPTION

1. JOB TITLE: **Member Renewals Chair**
2. JOB OVERVIEW: Distribute the member renewal and interest form to the membership. Verify that each member has completed the form. Give all checks to the Treasurer for deposit.
3. BENEFITS: The Chair will use and enhance organizational skills as well as learn the Guild membership and activities.
4. KEY RESPONSIBILITIES:
 - In January, assist the President-Elect and the Vice President of Membership to update the interest section of the Membership Renewal and Interest Form, including a brief description of the activity and approximate dates/time commitment. Assist the Guild Office Administrator to update the Membership Renewal and Interest Form. Email (or mail, if necessary) the Membership Renewal and Interest Form along with a letter from the President-Elect to the membership by March. **Please note: Those new members who join after December 1 do not get renewal notices; they should receive, however, an emailed letter explaining membership policy and interest areas. Obtain the names of such new members from the New Member Chair.**
 - Give the Treasurer any checks to deposit.
 - Review and note all online credit card renewals.
 - Work with the Guild Office Administrator to ensure all current member information is entered into the Guild member database. Keep a list of all corrections.
 - Recruit a calling committee from last year's interest forms to help telephone members who did not renew their membership.
 - Request a final printout of members from the Guild Office Administrator, proof the list, return it to the Guild Office Administrator with any corrections, and give the final copy to the Directory Chair. In addition, distribute a list of all members who did not renew to the President, President-Elect, Vice President of Membership, and Vice President of Membership Elect.
 - Help proof the Directory.

Final 1/8/2016

5. **QUALIFICATIONS AND SKILLS:** Detailed, organized, good record-keeping abilities, careful attention to detail and good computer skills.
4. **INITIAL IMPACT:** Helping to engage the membership in the work of the Guild.
5. **SUSTAINED OUTCOME:** Ensuring that Guild projects are staffed and that member interests and talents are recognized and used.
6. **TRAINING, SUPPORT, AND RESOURCES:** Training includes attending the annual Guild Retreat, meeting with past Member Renewal Chairs, and reading past reports. Resources include past Committee reports, Guild Bylaws and Policies, Virtual Resource Guide, and LAO Gold Book online.
7. **LOCATION OF ASSIGNMENT:** The Chair of the committee determines when and where it will meet.