

Chair, Membership Committee

Summary of Job Responsibilities:

This position registers members for each term, maintains membership information, and manages membership communication tools (currently GroupSpaces). She coordinates closely with the marketing director for recruitment and the treasurer for payment of dues.

Duties/Tasks:

- Update and send out registration information about one month before semester begins. Receive prepaid registration forms and payments, generate prepaid list, and deliver receipts to treasurer and prepaid list to music librarian.
- At the first two rehearsals, manage registration at the door starting at 6:30, provide copies of registration forms, get change fund from treasurer, and deliver cash and checks to treasurer.
- Add new and returning members to GroupSpaces list. Update for changes in existing members' info. Answer members' questions (both e-mail and in person) about GroupSpaces. After third rehearsal, remove members who are not continuing that term.
- Update master rosters and compare with GroupSpaces and treasurer's totals. Resolve discrepancies.
- Create printable rosters (pdf) and send to section leaders to confirm that people are in the right sections, then upload to GroupSpaces after the third week.

Helpful Skills:

This position requires excellent computer skills, including Excel (intermediate), as well as online database management skills. It demands customer support skills, such as patience, attentiveness, clear communication, product knowledge, and time management. Other skills include cash handling and joyful attention to detail.

Time Commitment:

First three weeks of term: four to five hours per week; remainder of term: usually less than one hour per week.

Appointed Position:

The treasurer appoints this position, with approval of the president.