Membership Chair Role:

Responsible for reviewing new applications to verify information. (licenses, address, references)

Email application with any clarification needed to Board. Board majority is needed.

Follow up with President if do not have enough responses in one week. Follow up on a weekly basis with President until get majority or rejection. If rejected, the President will reach out to applicant.

If approved, send “Welcome Email” with a link to our website and highlighting our next event. Ask for a bio, picture and any other information.

Copy Randy, Treasurer, and President on the email.

You need to let Randy know if they will be an associate or a affiliate member.

Follow up with Randy in 3 to 5 days if you do not get a response from new applicant. They may have sent to him directly.

Once you know he has the email, check the site in 3 to 5 days to make sure they are listed as member.

Contact Johnny and verify payment received and processed.

Keep a list of all new members and give to President so they can recognize at next meeting.

Keep a list of all new and prospective and processing new members for our Quarterly Board meetings.