

# LYNN VALLEY GARDEN CLUB

## MEMBERSHIP – JOB DESCRIPTION

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### **Constitutional definition:**

The membership chairperson shall

- collect fees from registrants and give to treasurer
- keep accurate records of membership registrations and monies collected for same
- furnish membership lists and reports as directed by the executive

Currently there are two people who cover membership duties as co-chairs, each for two-year terms.

Ideally, membership positions are staggered so that one experienced and one new membership position are maintained each year.

Each membership person has a vote on executive matters.

### **Description of Duties**

1. Handles the annual membership renewal process
  - Updates the renewal form if required and arranges for publication in *The Leaf* newsletter.
  - Accepts renewal forms and membership payments.
  - Updates all membership data.
  - Submits payments to the Treasurer and reconciles e-transfers.
  - Creates new membership cards for all renewed members.
  - Creates name tags for new members and for existing members who have misplaced their name tags.
  - Creates a list of member names and optionally their phone numbers and email addresses for *The Leaf*.
  - Creates a variety of membership lists for use by the Executive Committee.
2. Maintains a waitlist after membership numbers reach the constitutional cap. Offers new memberships when space becomes available and completes the new member enrollment process.
3. Maintains all manual and electronic records related to Lynn Valley Garden Club membership.

4. Attends General Meetings
  - Welcomes members (and any guests) to the meeting and ask them to sign-in and take their name tags. Collects guest fees to be remitted to Treasurer along with a report.
  - Distributes membership cards starting in January.
  - Reports number of attendees of members and guests.
  - Conducts door prize draw.
5. Supports *The Leaf* editor in hard-copy newsletter printing and distribution.
6. Answers membership inquires at the General Meetings and via email to [lvgc.membership@gmail.com](mailto:lvgc.membership@gmail.com).
7. Provides a membership update for the monthly LEAF newsletter and an annual report for the AGM and November LEAF.
8. Serves as a member of the Executive Committee. Attends Executive Meetings and participates in discussions and votes on proposed motions. Considers hosting one Executive Meeting during the year.
9. Updates the President on any membership-related issues.

DM in conjunction with AF/JL 2019  
AM in conjunction with AP/BD 2023