

PGI Fishing Club

Role Description - Membership Director

1. Create a monthly report that shows dues paid for new and renewing member which is to be submitted to the Treasurer and include monies received.
2. Provide vendor information for ordering name tags directly or create name tags for members.
3. Maintain a membership "roster" of those who have paid FC dues. Verify new applicants for eligibility be being members of the PGICA as listed in the Club Express website
4. Warn members of expired dues, via email Blast and/or direct email or other communications. These reminders start in January of each year and will be repeated monthly until March 15.
5. On March 15 of each year, remove members who have not paid their FC annual dues and forwards list of expired members to FC Records Keeper and Events Directors.
6. Provides Record Keeper and Events Director listing of new members as they join.
7. Attends "New Member Reception" events at PGICA to promote The FC and other venues seeking information on FC to recruit new members. Recruit other member(s) of the BOD to help with each reception.
8. Reports on number of club members monthly as requested.
9. Attend monthly General Membership Meeting, welcome prospective new members and accept new applications.
10. Seek feedback on members that choose not to renew.
11. Create or have created a tri-fold brochure with information regarding the FC which will be used as handout in membership drives, monthly meetings, and to be stocked at PGICA reception area for prospective members.
12. Write monthly reports for club newsletter.

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