

Guidelines Membership Chairperson

Duties include but are not limited to:

1. The Membership Chairperson will be responsible to maintain an accurate list of paid members of HSWWC.
2. The Membership Chairperson will collect and record dues paid by each member both returning and new members. She will give a list of this information to the Treasurer monthly.
3. The Membership Chairperson will report to the membership at the monthly meetings the status of the clubs membership.
4. As necessary, the Membership Chairperson will provide a reminder to active members who have not paid their annual dues.
5. The Membership Chairperson will notify the Web Master of all new members; providing the name, address, phone number and email address.
6. Once a year the Chairperson will provide a copy of the Membership List to the President and Web Master in order to provide an updated Membership List.