

# New Neighbors League

## Job Description

**Title: Membership Chairperson**

**Revised: April 2011**

### **Basic Duties:**

To send an email renewal notice or call members who need to renew after coffee. Send second e-mail after luncheon. If member has not paid by the last month make the phone call.

Keep a record of all renewals and members not renewing on Membership Renewal Dues Form: See attached

Introduce new members at the Coffee and Luncheon.

Purchase and present birthday gift (via a raffle) at the Luncheon.

- Create an email re: luncheon attendees having birthdays; names of new members; names of prospective members/guests; send to Pres, VP & Pros. Member Chair prior to luncheon.

To process all membership forms related to joining NNL.

- Write a brief biography introducing the new member and include member info: name, husband's name, address, phone, email, and birthday; indicate whether they will agree to an electronic Sanddollar, and which clubs they are interested in; email to the Sanddollar Editor, Webmaster & Club Coordinator; cc President and your Advisor.
- Send out Introduction Letter to new member only after check for membership has been received.
- File member page and yellow copy in notebook according to date joined; checks go to the Treasurer along with the white National copy.
- Email a Sanddollar link to the new member within 2 weeks of joining.

To provide the following information to the Sanddollar Editor after each luncheon:

- Birthdays for the following month
- Membership renewals due for the following two months
- New, renewed, reinstated, and expired memberships
- Address, telephone number, or email address changes

To notify others when a member has not renewed and should be removed from the membership list.

- Notify the Database Chair to update the directory
- Notify the Club Coordinator to remove the member from the club lists
- Remove membership forms from the member notebook (shred to protect privacy)
- Attend meetings of the Nominating Committee.
- Provide information on new member's interests (from the membership forms)

Membership packets may be given to prospective members by the Prospective Membership Chair or the Membership Chair. Bring supplies to each Coffee and Luncheon.

Supplies for membership packets:

1. New Neighbors League pamphlet (blue)
2. New Neighbors League Club form (white and yellow duplicate form)

**3. Sample Sanddollar (also on web site under button labeled “Purpose”)**  
Additional pamphlets and duplicate forms may be ordered by contacting Annie Jefferson, (770) 993-7886 or annie@newneighbors.com.

**New members must return:**

- 1. \$55 check for new member fee (\$25) plus 1-year membership (\$30) New Neighbors League Club form (white and yellow duplicate form)**
- 2. Last page from Sample Sanddollar with membership info**

**This paperwork may be mailed to the NNL PO Box or may be given to the Treasurer, Prospective Membership Chair, or Membership Chair. The Treasurer receives the check and white copy of the duplicate form. The Membership Chair receives the yellow copy of the duplicate form and the last page of the Sample Sanddollar. The Membership Chair will ensure that all the paperwork has been received and is filled out correctly.**

**Records maintained:**

- 1. Membership file containing all completed forms**
- 2. Job Description**
- 3. NNL By-Laws**
- 4. Membership Renewal Dues**

**Assistance Received:**

**Treasurer, Prospective Member Chair, President, Advisor, Area Manager (if applicable).**

**Assistance Given**

**Prospective Member Chair, Sanddollar Editor, Data Base Chair, Web Master, President, and Area Manager (if applicable).**

**Functional Performance:**

**A. Board Responsibilities**

- 1. Attend all NNL Board Meetings, workshops, coffees, and monthly luncheons (notify your Advisor if you are unable to attend, and ask someone to fill in for you).**
- 2. Provide a total of three (3) covered dishes for the coffees. (If unable to attend, you send your dish with someone, find an alternate replacement, or pay \$10.00 per dish to the coffee committee so they can purchase food items for the coffee. Otherwise, you will be billed \$10.00 per dish).**
- 3. Donate 1 door prizes with a suggested value of \$20.00 each for one (1) of the luncheons.**
- 4. Update job description using standard format attached at the end of the six-month term.**
- 5. At the end of your term of service, please plan to meet your replacement at the Inboard/Outboard Workshop to review the job descriptions. Please plan to mentor that person through their first month of the job**

**B. General**

1. **New Neighbors League is a not-for-profit organization; we are not tax-exempt.**

**New Neighbors League, Inc.  
National Headquarters  
479 S. Atlanta St.  
Roswell, Ga.30075  
(770) 993-9212**

2. **Budget**

- a. **Receive budget from Treasurer after first Board Meeting. No purchases are allowed before you receive your budget from the Treasurer.**
- b. **Each proposed expenditure in excess of \$50.00 requires Board Approval.**
- c. **Purchases of any item not included in your supply list or in your Budget need Board approval prior to purchase.**
- d. **Keep all receipts and forward them to the Treasurer for reimbursements in a timely fashion,**
- e. **Complete a check request form and submit it with your receipts.**

**C. Organizational Relationships**

**President:**

**Provide information on new members. Direct all questions for resolution.**

**Club Coordinator:**

**Provide current NNL Members Activity List of each new member so Club Coordinator can supply to various club leaders; notify when a member does not renew.**

**Advisor:**

**An ex-officio member of your committee and is apprised of all meetings, correspondence and concerns. Assists as necessary.**

**Treasurer:**

**Receive yellow copy and Sanddollar membership page from Treasurer for all new members.**

**Prospective Member Chair:**

**Receive info on new members from Prospective Member Chair.**

**Sanddollar Editor:**

**Send information for each newsletter, including membership renewal information, birthdays, bios of new members, and updated member contact information.**

**Data Base Chair:**

**Send new member contact information and updated contact info; notify when a member does not renew.**

**Web Master:**

**Send new member biographies.**

**D. Membership Committee**

**Greet New Members at Coffees and Luncheons and introduce them to other**

**members.**

**Contact new members during their first six months to make sure they are satisfied and making connections;**

**Contact renewal members approximately 2 weeks after they join to see if they have been contacted by interest group chairs; check their satisfaction and help with connections if needed.**