

Peo-Taz Chapter of A.B.A.T.E. of Illinois

Job Description

MEMBERSHIP COORDINATOR

QUALIFICATIONS

As the person most responsible for the membership records of the Chapter, the Membership Coordinator must be an organized person possessing good, written, typing, and verbal skills. The person should be computer literate or should be willing to learn basic computer skills for Internet access and use.

TIME REQUIRED

The Membership Coordinator will need to devote approximately 20-25 hours per month to the job for telephone, paper, computer work, and meetings. Each month there is an Officers meeting and a Chapter meeting; occasionally there are Executive Board meetings to attend as well.

BASIC DUTIES INCLUDES:

1. Reporting activities of the office at the Officers meeting.
2. Casting one vote on issues before the Executive Board or Officers.
3. Communicating with the State of Illinois A.B.A.T.E. Office Manager to resolve any problems with membership records at the State level.
4. Implementing changes as directed by the State of Illinois A.B.A.T.E. Office Manager.
5. Providing applications for membership at all Chapter events.
6. Depositing monies to bank.
7. Report and give receipts to monies deposited to the treasurer.
8. Making sure that the new and renewed applications are properly completed, copied, and mailed to the State of Illinois A.B.A.T.E. Office Manager.
9. Providing a copy of the current By-Laws and having copies available upon request.
10. Providing a current membership roster upon request.
11. Organizing membership drives as directed by the Executive Board.
12. Reporting the current membership total at each Chapter meeting.
13. Preparing an Article for the Monthly Newsletter.
14. Picking up the mail at the post office.
15. Receive roster & totals form State.
16. Asking volunteers for help at events with membership booth.
17. Work with board and membership to collect sponsors for newsletter.
18. Give sponsors email address to send ads and fill out their free membership information.
19. Keep records on sponsorship as to when they are due and request renewals by email.
20. Coordinate with Newsletter director about active /inactive sponsors.

Retyped July 2021