

Is selected and approached by the newly elected President and/or Nominating Committee to serve; or may volunteer for the position.

Is selected for a two-year term, which may be repeated any number of times.

Attends all scheduled meetings for the general membership; notifies the President or other responsible officer if unable to attend in order that duties can be delegated during absence.

Acts as a host toward all members, visitors, judges, and potential new members at all functions.

Provides coverage at any function, when asked, for any position left vacant by the temporary absence of another Board member.

Notifies Board if withdrawing from official position, allowing sufficient time and coverage for a temporary replacement to be selected.

Clarifies expenses with the Treasurer or President prior to incurring. Submits detailed receipts for reimbursement or arranges for prepayment.

As Membership Coordinator:

Arrives 20-30 minutes early for meetings to set up.

Makes up nametags at start of season and updates them as new members join; sets out nametags in alphabetical order on a table at the rear of the room.

Sets out a guest sign-in sheet on the table; checks to be sure that all guests have entered complete information for follow-up contact; and offers refreshments.

Introduces guests and new members at start of the meeting.

Assists Treasurer with paid Member List at start of season; creates a spreadsheet, updating the list as needed; and distributes the current list to all members through Foresterscameraclub@yahoo.com (or other site used by the club).

Serves as moderator of Foresterscameraclub@yahoo.com (or other site) and invites new members to join so that they receive all club communications.

Collects nametags, places them in container, and returns them to the storage cabinet at the end of the meeting.

MEMBERSHIP COORDINATOR

Prior to the meeting, sets out current and appropriate information, including last month's *Foresters Focus*, on the table at the rear of the room; throws away outdated information. Puts away handouts, brochures, and newsletters in the storage cabinet after the meeting.

Contacts potential new members from guest sign-in sheet, promoting club activities and benefits of club membership.

Provides each new member with a Membership Application form and folder of important club information; updates the form and replenishes supply as needed.

Notifies the Mentor Coordinator of mentor requests made by new members so that mentors may be assigned.

