

MEMBERSHIP DIRECTOR DUTIES  
Updated 10-9-18

1. Maintain the database of members and update each month to current PCA information.
2. Order name badges for new members, board & chair members and current members who need them. For new members, add a colored dot sticker (this lets others know they are new). The club has a prepaid account with Spotlight Impressions. An email is sent placing the order to Cindy at [sales@spotlightimpressions.com](mailto:sales@spotlightimpressions.com). Badges are 3x1.25 for members and 3x1.50 for board and chair members. They will be either a pin clasp or magnetic clasp.
3. Collect fees for The Drifter subscriptions. Maintain record of payment and notify person in charge of mailing The Drifter.
4. Prepare a report of membership count for the Board and for The Drifter monthly.
5. Prepare a report of new members for the New Member Chair monthly.
6. Prepare anniversary and new member reports for The Drifter monthly.
7. Prepare member information for updating Constant Contact monthly.
8. Prepare all the information and format for the Directory. Try to get this out in the spring of each year.
9. Answer all inquiries about membership and new member activities.
10. Periodically email new members without a co-member asking if they would like to add a co-member.
11. Periodically email expired memberships a reminder to renew their membership.
12. Have PCA applications on hand. Supply them to Niello, Advertising Director for Drifter advertisers, and any others that request them. They come in packets of 50. Only order 50 at a time or else there is a charge.

Call PCA to place order (Charlotte at 410-381-0911)