

## **Membership Job Description**

### **Membership**

1. Maintain list of dues paid members to include email address, snail mail address and phone numbers. (Note that new members that have joined after July 1<sup>st</sup> are paid through the next calendar year.)
2. Maintain Vertical Response (our email messaging software)
3. Email list of current members.
4. Collect annual dues (currently \$20) and submit to money to treasurer. (Home address is official GCWG mailing address on web site and brochure for submitting new and renewing member information and money.)
5. Submit mailing addresses of members to newsletter editor for spring and fall Newsletters.
6. Send reminders to members that have not renewed membership.