

## **Membership Chair**

Our Membership Chair receives and records all incoming dues for our civic association; tracks and assigns a unique number to each new individual, family, business or industry member; issues membership cards; prepares a cash transmittal form and conveys all dues payments to our Treasurer; inputs all membership information to our computer and generates the labels used for our monthly newsletter mailing.

The Membership Chair also makes a report of new members at each of our monthly general membership meetings; publishes all new member names and address information in our monthly newsletter and reports to our civic association President the receipt of any donations for our "Walkabout" Membership Recruitment Fund.

The handling of incoming funds is a function of high trust. Therefore the Membership Chair is a key Board of Director Position who maintains and ensures the integrity of our membership records.

Currently this position is Co-Chaired by:

Ann Lihosit & Stan Lihosit

Revised 8-8-16