

TRENHOLM ARTISTS GUILD

JOB DESCRIPTION

Job Title	Membership
Revision Date	September, 2006

Position: Volunteer/Appointed
Term: At the will of the Board

Overview: The membership chairman collects and maintains membership data.

Job Functions:

- Maintains a database of membership information collected from membership forms
- Compiles the names of volunteers who wish to participate in various activities
- Prepares and distributes a yearly list/booklet of guild members with addresses, telephone numbers and email addresses to all guild members
- Prepares mailing labels as needed
- Prepares member name badges as needed
- Maintains a list of procedures/tasks for the above
- Promotes membership via newsletter, website and phone contacts

Requirements:

- Attends monthly General Meetings

Skills/abilities needed:

- Computer skills

Approved by the TAG Executive Board on November 16, 2006