PARTA

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| **JOB TITLE:** | Membership Committee |

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| **GENERAL JOB DESCRIPTION** |
| Membership involves collecting dues from members, maintaining contact information including telephone numbers, addresses and email addresses, and helping to recruit new members and recording their contact information |
| **MAJOR DUTIES AND RESPONSIBILITES** |
| Maintain a database such as a spreadsheet of all membership dues, membership status and contact information  Manipulate the database to provide an up-to-date list of members for the Directory when it is published, a local list of names and phone numbers for the Calling Committee on an annual basis, and mailing lists for the Soundings and the Directory when needed  Provide opportunities for non-members and members to join, pay dues, and provide contact information and changes to existing information as needed at meetings or other means  Annually, remove individuals from membership whose dues are not up to date. Needs to be completed in preparation for a new directory or a new calling list for the Calling Committee  Provide and receive membership information to and from the IRTA  Assist others in sharing information on members who have become deceased and appropriately removing them from membership but maintaining their information  Work with Treasurer to handle dues and facilitate record keeping as to sources of revenue |
| **MINOR DUTIES AND RESPONSIBILITIES** |
| Distribute Directories to new members  Submit Soundings articles to keep membership informed on opportunities for paying dues, etc.  Send reminders to members who have not paid dues for the current membership year  Receive feedback from the Calling Committee to correct phone numbers that are no longer working  Use returns from PARTA mailings to update membership contact information |
| **QUALIFICATIONS FOR THE JOB** |
| Needs to be able to keep records of dues transactions to provide a paper trail of who paid and when  Needs to be able to enter large quantities of numbers and letters via word processing into a database and manipulate to achieve the desired outcomes  Needs to understand how Membership functions to facilitate other parts of the organization (primarily: Directory, Soundings, and Calling Committee) and how feedback from those operations provides corrections to information in the database |
| **KEY COMPETENCIES** |
| Organizational and communication skills are required |

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| **Signature Approved By:** |  |
| **Date Approved:** |  |
| **Date Last Reviewed:** |  |
| **Last Reviewed By:** |  |