



## APS Membership Chair Duties and Roles

membership@americanpeonysociety.org

The Membership Chair encompasses numerous tasks involving recording, correspondence and interaction with Directors. The Chair is the frontline person for member benefits, paid through a number of membership options.

- Position is appointed/renew through appointment by the President every two years.
- Any qualified member of APS may be appointed to the position
- Requires:
  - Ability to organize data (lists)
  - Communicate effectively with members and Directors
  - Constant attention to website

### Duties

- 1) Keep accurate and up-to-date records of membership status. (use of MS Excel is recommended)
- 2) The main form of membership signup and renewal is through the website, but may include mail-in or hand to hand delivery of membership forms at Society function. The Membership Chair or a representative will collect, process and record new memberships.
- 3) New Members are emailed a welcome letter with benefits outlined and other pertinent membership data.
- 4) Monitor website (WooCommerce>Order) for new memberships and mark those who are paid as “Completed”.
- 5) Work with Treasurer to assure payment has been made and benefits can be supplied.
- 6) Work with Treasurer for reimbursement of mailing costs. Supply receipts to Treasurer in a timely fashion (quarterly).
- 7) Answer member inquiries/questions as to benefits and/or benefit problems.
- 8) Mail Bulletin in cases where the publication was not delivered or membership start date was after the initial January membership start date.
- 9) Supply Bulletin Editor with mailing list quarterly, upon notification of the Bulletin going to press.
- 10) Insure all membership correspondence is completed and interested parties have a satisfactory reply (as much as possible).
- 11) Contact the President if correspondence is problematic.
- 12) Produce an annual Membership Report to be submitted to the President no later than May 15 each year. This report will be included in the “Minutes and Proceedings” for the year. (Earlier reporting may be necessary if the Annual Convention occurs at an earlier date). The Report should include:
  - a. Number of Members and types of Memberships
  - b. Countries of Members and numbers
  - c. Other data may include:
    - i. Membership numbers by state
    - ii. How members learn of APS and become members
    - iii. Other pertinent information of interest

- 13) Report on publication details at BOD meetings as needed, but this is not required for meetings other than the Annual Membership Meeting. Recommendation: Write reports for Directors to review (if necessary) prior to BOD meetings throughout the year (send via email). APS would like to move toward less verbal reporting at meetings, with reliance on printed or electronic documents for records.
- 14) Upload reports to the Website's Admin Storage upon completion into appropriate folders.
- 15) Secure another member to train in all aspects of the position to create a succession plan in case of incapacity, retirement or other problems.