

Wenatchee Area Genealogical Society
Job Description

Membership Lead

Reviewed April 2023

Qualifications:

The Membership Lead will be a member in good standing who has demonstrated interest in and commitment to expand and engage the Society's membership.

Purpose:

The Membership Lead, in cooperation with the Board, is responsible to meet the needs of existing members, reach out to new members, and increase member involvement with the society.

Appointment & Term:

The Board of Directors will appoint a Membership Lead at the first meeting after annual elections. The Membership Lead shall serve for a term of one year. The Lead may assemble a team of volunteers to assist with and/or expand these responsibilities.

Roles & Responsibilities:

The Membership Lead will:

- Work with the Treasurer in keeping current and accurate membership records and mailing lists
- Communicate with the President & Corresponding Secretary regarding new members
- Communicate with the Volunteer Coordinator* regarding any members indicating an interest in volunteering
- Work with all the above to coordinate all communications to members and update the membership application form as needed.
- Communicate with members regarding renewals and expirations in a timely manner
- Be responsible for sending and receiving emails at membership@wags-web.org
- Work with the website manager to update automated emails as needed.
- Report to the Board on a monthly basis
- Train the next Membership Lead

*if no Volunteer Coordinator, then communicate to the Board