

## **MSPA Membership Committee Chair - Job Description**

- Is a voluntary member of the Board of Directors
- Regularly attends Board Meetings and reports on membership activity. Needs to be present and help at the annual symposium during Saturday morning registration.
- Maintains accurate member records.
- Processes new and renewing member applications.
- Collects and records incoming checks and PayPal payments for Membership.
- Submits checks to the Treasurer in a timely manner.
- Sends an acknowledging email or letter to new and renewing members as monies are received (no letter needs to be sent to renewing members who renewed membership for the symposium).
  - Sends out yearly membership invoice by April 1 to members who have not renewed.
- Provides membership addresses to the Newsletter printer company quarterly and to ASI yearly.
- Collects demographics on new and renewing members and ensures that information is updated in the WordPress MSPA website Directory in a timely manner.
- Has a working knowledge of word processing software programs.

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