

## **MEMBERSHIP CHAIRMAN POSITION DESCRIPTION**

Keeps an accurate and updated list of all memberships which include lifetime, individual, and family memberships along with personal information such as: mailing addresses, e-mail addresses, and phone number that each member has provided.

Each calendar year, I have chosen to start a new membership list to make it easier to identify those in need of updating their annual memberships. This also provides a more accurate count of current members.

I also print out memberships to have available at the Carol and Art Book Place inside the library and for book sales.

If a member has indicated they are interested in volunteering with the Friends of the Lacey Library by circling an area on the membership form, I pass on their information to the appropriate chairperson.

I forward email addresses to the webmaster so he can add their information into mail chimp.