

# MEMBERSHIP COMMITTEE

<b>Job title</b>	<i>Membership Committee Chairperson</i>
<b>Reports to</b>	<i>House Chairperson, Members, Board of Directors</i>

## Job purpose

- To promote membership and involvement in Queen Creek Meeting House

## Duties and responsibilities

Bring awareness to all qualified parties of benefits of house membership.  
Obtain wall poster with instructions for How to become a member  
Keep accurate records of current and past members  
Collect membership dues and forward to House Treasure-co-ordinate with house treasurer to maintain an up-to-date list of members and share updates with secretary chair on an ongoing basis/  
Provide Member recognition with Loyalty Gift, procured and in stock before annual picnic.  
Work with all Board and Committee members to maintain communications.  
Memberships run by calendar year, (January 1-December 31)

## Qualifications

1 year sobriety  
Good organization skills  
Basic computer knowledge  
Good communication skills

## Working conditions

Working with some of the most dedicated people in the world

## Physical requirements

able to leap tall buildings in a single bound

## Direct reports

To all interested parties

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<b>Approved by:</b>	
<b>Date approved:</b>	
<b>Reviewed:</b>	

*Ideally, a job description should be reviewed annually and updated as often as necessary.*

