

## **Membership Chairman Responsibilities**

- **The chairman must be an Arboretum member in good standing.**
- **The chairman shall serve as a member of the Membership and Publicity Committee.**
- **The chairman shall be responsible for developing, maintaining, and administrating member enrollment policies and procedures.**
- **The chairman shall review and approve all membership application forms.**
- **The chairman shall maintain the membership database.**
- **The chairman shall provide mailing labels and email addresses to support the mailing of the Arboretum newsletter.**
- **Upon approval of the board president or his or her delegate, the chairman shall provide membership email lists to other members organizing approved Arboretum events.**
- **The chairman shall provide a yearly report in December that tallies members by member type (lifetime, business, household, etc).**
- **Upon request of the president or his or her delegate, the chairman shall provide ad-hoc membership reports to other arboretum members.**
- **Working with the Board, the chairman shall determine any special benefits to be provided to new and/or renewing members.**
- **The chairman shall send out renewal notices to all members when their membership is within one month of expiring and on a monthly basis thereafter until the member has rejoined or it is past March 1<sup>st</sup>.**
- **The chairman shall send out thank you notes to new and renewing members and notify them of any special benefits as a result of their joining.**
- **The chairman shall drop members from the active membership role if their membership has not been renewed by March 1.**
- **The chairman shall notify members when they have been dropped from the active membership role.**