



Comox Valley Horticultural Society

Position Description: Membership Committee

Duties include

- Collects dues;
- Issues of membership cards;
- Maintains the membership list;
- Keeps a record of attendance at meetings;
- Receives door prize (when available from our Guest Speaker);
- Recruits new members.
- Writes and submits the Membership article for the Newsletter Editor to newsletter@comoxvalleyhortsociety.ca before the first Friday of every month (except July and December);
- Ensures that there are tickets for the door prize draw (if prizes have been donated); and, sign-in sheets, receipt books, membership forms and membership cards on hand for every meeting;
- Ensures that there is a Greeter for the meeting, who:
 - checks members' cards;
 - asks members to sign in;
 - provides a door prize draw ticket (if applicable);
 - sells guest passes (\$5 each)
 - writes receipts for guest passes
 - gives guests a newsletter;
 - provides guests a door prize ticket (if applicable).
- Provides a hard copy of the newsletter to members identified as having no email or computer access;
- Conducts the door prize draw, if applicable, at the podium;
- Counts the money received and completes the deposit slip. Submits both to the Treasurer;
- Gives any new membership forms received to the committee person responsible for the database.
- Revises the membership form, share the revised form with the Executive, and receive feedback;
- Orders membership cards;
- Purchases receipt books;

- Orders printed copies of the membership form from Speedy Printing Center (www.speedyprintingcenters.ca)
- Recruits volunteers to help process renewals at the January meeting;
- Trouble shoots and solves problems with members, as required;
- Responds to emails that are related to Membership;
- Submits a year end report for the October newsletter (due the first Friday of the month) to the Newsletter Editor (newsletter@comoxvalleyhortsociety.ca);
- Submits a monthly report to the Executive on a monthly basis at the Executive Meeting (the first Wednesday of every month except July and December). Report includes total number of people present at the General Meeting, how many of those were members and how many were guests, how many (if any) memberships (and what kind) sold. Report also includes total number of members, how many of those are individual memberships and how many are family memberships. An example would be:
 - General Meeting: 01-Jan-2020
 - Total number of attendees: 1000
 - Total number of members: 900
 - Total number of guests: 50
 - Memberships sold: 50
 - Individual: 46
 - Family: 2 (4 members)
 - Number of members as of 01-Feb-2020
 - Total: 2000
 - Individual: 1000
 - Family 500 (1000 members)