



## ***MEMBERSHIP Co-ordinator***

<b><i>Purpose of Position</i></b>	<i>To maintain an up to date list of Membership with contact information by year.</i>
<b><i>Accountabilities</i></b>	<ul style="list-style-type: none"><li>• <i>Maintain current and past year membership Lists.</i></li><li>• <i>Collect Membership Dues &amp; Issue Receipts</i></li><li>• <i>Promote Membership</i></li><li>• <i>Attend monthly board meetings.</i></li><li>• <i>Submit all revenue &amp; expenses to Treasurer.</i></li></ul>