



30 April 2020

MEMBERSHIP

1. PURPOSE:

To recruit new members for Firebelles and retain current membership.

A. Responsibilities:

- i. Keep a current roster of all Firebelles members, address, phone, email and birthdate.
- ii. Annually collect dues from current membership.
- iii. Annually prepare input for a member's directory.
- iv. Add new members to roster, send out welcome notes and keep a new members list for New Members Committee Chair.
- v. Prepare new members packet of Directory, Name Tag and Luncheon Reservations Policy.
- vi. Annually provide membership with new members information.

2. SKILLS:

Excellent computer skills. Well organized. Good communication skills.