



## Membership Coordinator Job Description

*August 2017*

- Update the Registration Form for September and January (if necessary).
  - Returning members do not have to complete a new form every year. Instead, use their filed registration form from a previous session to record any updates.
- Monitor completion of the Registration Form by new members.
- File completed registration forms in the binder provided.
- After registration, update the Membership List (spreadsheet provided by the previous Membership Coordinator). This spreadsheet includes name, full address, e-mail address, and telephone number(s).
- Confirm email addresses of new members by sending a “welcome to the choir” email and asking for a reply. (This email can be sent as a group email as long as you **bcc all names**. It should also be sent to the Music Director and the Choir Manager.)
- Provide the Choir Manager with the final mailing list of registered members to be used for future emails.
- In the fall, prepare a separate spreadsheet for the Music Librarian to keep track of registration fees paid and music numbers for each session. Work with the Librarian during registration to add new members to the Membership List.
- Attend meetings as required.
- Purchase sympathy and get-well cards as required. At the direction of the executive, sign the cards yourself on behalf of the choir, and then mail them.